



UNITED STATES MARINE CORPS  
III MARINE EXPEDITIONARY FORCE, FMF  
UNIT 35601  
FPO AP 96606-5601

ForO P5000.2G

8

12 JUL 1990

FORCE ORDER P5000.2G

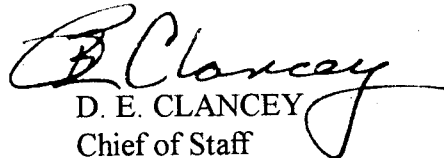
From: Commanding General  
To: Distribution List

Subj: STAFF REGULATIONS

Ref: (a) FMFM 3-1

Encl: (1) LOCATOR SHEET

1. Purpose. To promulgate organizational policies and administrative guidance for the general and special staffs of the Commanding General, III Marine Expeditionary Force (III MEF), Fleet Marine Force, Pacific.
2. Cancellation. ForO P5000.2F.
3. Information. The reference is the primary source of information relative to the mission, organization and operations of the general and special staffs. It is the intent of these regulations to amplify those portions of the reference applicable to this Command Element (CE).
4. Recommendations. Recommendations for changes to this Manual are invited and should be submitted, via the appropriate chain of command, to the Chief of Staff, III MEF.
5. Certification. Reviewed and approved this date.

  
D. E. CLANCEY  
Chief of Staff

DISTRIBUTION: LIST I



ForO P5000.2G  
21 JUL 1990

LOCATOR SHEET

Subj: STAFF REGULATIONS

Location: \_\_\_\_\_  
(Indicate location[s] of copy[ies] of this Manual.)

ENCLOSURE (1)



## STAFF REGULATIONS

ForO P5000.2G

21 JUL 1998

## RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change



# STAFF REGULATIONS

## CONTENTS

### CHAPTER

- |   |                                   |
|---|-----------------------------------|
| 1 | ORGANIZATION AND RESPONSIBILITIES |
| 2 | MANAGEMENT                        |
| 3 | PERSONNEL                         |
| 4 | ADMINISTRATION                    |





# STAFF REGULATIONS

## CHAPTER 1

### ORGANIZATION AND RESPONSIBILITIES

#### PARAGRAPH   PAGE

#### SECTION 1: ORGANIZATION AND COMMAND

STAFF ORGANIZATION.....	1101	1-5
MISSION.....	1102	1-5
AUTHORITY.....	1103	1-5
TEMPORARY SUCCESSION OF COMMAND.....	1104	1-5

#### SECTION 2: DUTIES AND RESPONSIBILITIES

COMMANDING GENERAL.....	1201	1-7
DEPUTY COMMANDING GENERAL.....	1202	1-8
FORCE SERGEANT MAJOR.....	1203	1-8
COMMAND MASTER CHIEF.....	1204	1-9
CHIEF OF STAFF.....	1205	1-10
STAFF SECRETARY.....	1206	1-11

#### SECTION 3: GENERAL STAFF

GENERAL STAFF.....	1301	1-13
ASSISTANT CHIEF OF STAFF, G-1.....	1302	1-13
ASSISTANT CHIEF OF STAFF, G-2.....	1303	1-15

## STAFF REGULATIONS

	<u>PARAGRAPH</u>	<u>PAGE</u>
ASSISTANT CHIEF OF STAFF, G-3.....	1304	1-17
ASSISTANT CHIEF OF STAFF, G-4.....	1305	1-23
ASSISTANT CHIEF OF STAFF, G-5.....	1306	1-32
ASSISTANT CHIEF OF STAFF, G-6.....	1307	1-34
ASSISTANT CHIEF OF STAFF, COMPTROLLER.....	1308	1-35

## SECTION 4: SPECIAL STAFF

SPECIAL STAFF.....	1401	1-37
ADJUTANT.....	1402	1-37
PROTOCOL OFFICER.....	1403	1-37
PUBLIC AFFAIRS OFFICER.....	1404	1-38
STAFF JUDGE ADVOCATE.....	1405	1-39
INSPECTOR.....	1406	1-40
CHAPLAIN.....	1407	1-41
SURGEON.....	1408	1-42
DENTAL OFFICER.....	1409	1-43
AIR MOBILITY COMMAND LIAISON OFFICER (AMCLNO).....	1410	1-42
NAVAL SCIENCE ADVISOR.....	1411	1-45
CENTER FOR NAVAL ANALYSES (CNA) REP.....	1412	1-46

## STAFF REGULATIONS

### PARAGRAPH   PAGE

#### SECTION 5: STAFF PROCEDURES AND TECHNIQUES

COMMAND AND STAFF CHANNELS.....	1501	1-47
RELATIONSHIP OF THE GENERAL AND SPECIAL STAFFS.....	1502	1-47
RELATIONSHIP OF SUBORDINATE COMMANDER TO THE III MEF CE .....	1503	1-47
COOPERATION.....	1504	1-47



# STAFF REGULATIONS

## CHAPTER 1

### ORGANIZATION AND RESPONSIBILITIES

#### SECTION 1: ORGANIZATION AND COMMAND

1101. STAFF ORGANIZATION. The CE staff will be organized in accordance with the current edition of FMFM 3-1 (Command and Staff Action) and the current table of organization.

1102. MISSION. The mission of the CE staff is to assist the Commanding General, III Marine Expeditionary Force (CG, III MEF) in the exercise of command. This includes the:

1. Control over activities and matters as directed by the CG, III MEF.
2. Collection and analysis of information.
3. Preparation, issuance, and supervision of the execution of orders.
4. Planning for future operations.

1103. AUTHORITY. Establishment of policy is the sole prerogative of the Commanding General. The CE staff, based on its estimates, may recommend new policies, but may not issue policy directives without the specific approval of the Commanding General. In addition, the authority to decline a request of a subordinate commander or senior headquarters is not delegated to the staff.

1104. TEMPORARY SUCCESSION OF COMMAND. Per paragraph 0904, U.S. Navy Regulations (1990), during temporary absence, temporary additional duty, or leave of the Commanding General, the Deputy Commanding General (DCG) succeeds to command. If for some reason the DCG is not available, the next Senior FMF General Officer assigned to Okinawa will succeed to command and will be so designated by General Officer's Movement (GOM) Report. In the absence of all FMF General Officers, the Chief of Staff will succeed to command per paragraph 0904 US Regulations (1990) and paragraph 1007.2 of the Manual for Courts-Martial.



## STAFF REGULATIONS

### ORGANIZATION AND RESPONSIBILITIES

#### SECTION 2: DUTIES AND RESPONSIBILITIES

##### 1201. COMMANDING GENERAL

1. The Commanding General occupies a position within several chains of command:

a. For operational matters, the CG, III MEF functions in accordance with Commander-in-Chief, Pacific Fleet Operations Order 201 (Confidential).

b. For operational matters when embarked, the CG, III MEF is Commander, Task Force 79 (Landing Force Seventh Fleet) and functions in accordance with the Commander-in-Chief, Pacific Fleet Operations Order 201 (Confidential).

c. Marine Corps Bases, Japan (MARCORBASESJAPAN) is also a command assignment of CG, III MEF. As Commander, Marine Corps Bases, Japan (COMMARCORBASESJAPAN) he is directly responsible to the Commander, Marine Corps Bases, Pacific (COMMARCORBASES PAC). In his role as COMMARCORBASESJAPAN, the CG, III MEF is supported by the Deputy Commander, Marine Corps Bases, Japan (DEPCOMMARCORBASESJAPAN), the Chief of Staff, MARCORBASESJAPAN and his Marine Corps Base, Camp S. D. Butler Staff. The DEPCOMMARCORBASESJAPAN is the CG, Marine Corps Base, Camp S. D. Butler.

d. CG, III MEF/COMMARCORBASESJAPAN is directly subordinate to (COMMARFORPAC)/COMMARCORBASESPAC in the areas of Marine Corps administration, internal organization and training, personnel management and discipline, supply, fiscal management, welfare and recreation, and similar activities.

e. The Commander also serves as the Commander, U.S. Marine Corps Forces, Japan (COMMARFORJ). In this role the Commanding General is responsible for service component matters and reports to COMUSJAPAN.

f. As the senior U.S. military commander on Okinawa, the Commanding General also serves as the Okinawa Area Coordinator (OAC). The OAC coordinates matters of inter-service interest unique to the Okinawa area consistent with Commander, U. S. Forces, Japan (COMUSJAPAN) service component policies and directives. The OAC also assumes duties as on-scene commander in emergency situations or as delegated by COMUSJAPAN. The OAC is assisted by the Okinawa Area Field Office (OAF0). During temporary absence (e.g. remaining off-island overnight) the next senior member of the Okinawa Area Coordinating Committee will act as OAC per current COMUSJAPAN service component policies, and will be appointed by the GOM Report.

2. The Commanding General is supported by the Deputy Commanding General, Chief of Staff, the general and special staffs, and his personal staff, which consists of the Force Sergeant Major, officer and enlisted aides, driver and an executive secretary.

#### 1202. DEPUTY COMMANDING GENERAL

1. The DCG, III MEF is directly responsible to the CG, III MEF.

2. The functions of the DCG are summarized as follows:

a. Acts for the CG, III MEF per 0904, U. S. Navy Regulations, (1990), during such periods as the CG, III MEF may be absent from CE, III MEF.

b. Assumes command, as directed, of an advance or rear echelon of III MEF which may be established.

c. Maintains complete familiarity with all activities of III MEF/CTF 79 as well as the plans, operations, training, and related activities of major subordinate and subordinate commands of III MEF.

d. Represents the CG, III MEF in the execution of tactical and administrative readiness, evaluation, and inspections as directed.

e. Other duties as may be assigned by the CG, III MEF.

#### 1203. FORCE SERGEANT MAJOR

1. The Sergeant Major is directly responsible to the CG, III MEF.

2. The functions of the Sergeant Major are as follows:

a. The Sergeant Major acts as the principal enlisted advisor to the Commanding General on all matters pertaining to enlisted personnel.

b. Acts as a member of the Commanding General's party on visits and readiness evaluations/inspection trips when enlisted personnel are involved.

c. Assists staff divisions/branches in matters pertaining to enlisted personnel when directed by the Commanding General.

d. Keeps apprised of all policies of the Commanding General and disseminates such information to enlisted personnel.



- e. Advises the Commanding General on the status of matters pertaining to the efficient operation of the command.
- f. Counsels subordinate unit staff Noncommissioned Officers and Noncommissioned Officers to improve the general effectiveness of the command.
- g. Interviews and counsels enlisted personnel on pertinent professional and personal matters which may affect the efficiency of the command.
- h. Serves as a member of the Awards Board.
- i. Assists the Commanding General in the conduct of request mast for enlisted personnel.
- j. Coordinates and consults with the Command Master Chief for all matters involving Navy enlisted personnel.
- k. Participates in ceremonies, briefings, conferences and other functions as designated by the Commanding General.
- l. Serves as senior enlisted member for III MEF Meritorious Sergeant Board.
- m. The Sergeant Major performs other duties as may be directed by the Commanding General.

1204. COMMAND MASTER CHIEF

1. The primary responsibility of the III MEF Command Master Chief is to advise the Commanding General, staff and unit commanders regarding Navy policy for Navy enlisted matters.
2. Staff responsibilities include:
  - a. Interfaces and maintains the communication with the Command Master Chiefs and Navy personnel of Major Subordinate Commands (MSC's), and providing them assistance and guidance as appropriate.
  - b. Advises the CG, III MEF, Surgeon, Chaplain, and Dental Officer on all matters pertaining to the morale, welfare, utilization, and training of Navy enlisted members.
  - c. Accompanies the CG, III MEF and the III MEF Surgeon on staff visits and official functions as appropriate.

1205. CHIEF OF STAFF

1. The Chief of Staff is directly responsible to the Commanding General for the coordination of activities of the general and special staffs. The office of the Chief of Staff consists of the administrative office of the Staff Secretary, the Protocol Officer, and the III MEF Band.

2. The Chief of Staff exercises general supervision and approval authority over all members of the staff, to include the following specific tasks:

a. Keeps the Commanding General and Deputy Commanding General informed of current and developing situations.

b. Reviews and submits finished drafts for approval by the Commanding General.

c. Receives decisions from the Commanding General and allocates the detailed work of preparing plans, orders, and instructions to implement those decisions.

d. Coordinates the promulgation of approved plans, orders, directives, and instructions to elements of the command.

e. Issues staff instructions in the furtherance of the Commanding General's decisions and guidance.

f. Reviews and submits reports for the approval of the Commanding General and directs distribution of approved reports.

g. Determines, by personal observation, the extent and effectiveness of the execution of plans, orders, and instructions of the Commanding General.

h. Recommends supplemental or corrective action when necessary.

i. Ensures MSC's are alerted to the actions required of them to ensure that the Commanding General receives timely, accurate, and complete information.

j. Ensures the establishment and maintenance of liaison with higher, adjacent, subordinate, and supported units.

k. Coordinates office calls on the Commanding General and Deputy Commanding General and, as appropriate, receives visitors.

l. Acts as senior member of the Financial Advisory Board.

m. Represents the Commanding General and Deputy Commanding General when so directed.

- n. Studies all situations to ensure preparedness for future contingencies.
- o. Schedules briefings for the Commanding General and Deputy Commanding General.
- p. Exercises general supervision over and integrates strategic planning processes affecting the III MEF CE.
- q. Supervises protocol activities, including arrangements for visits and briefings for civilian and military dignitaries.
- r. Supervises participation of III MEF staff personnel on joint boards, committees, and similar bodies.
- s. Approves performances of the III MEF Band.
- t. Maintains close personal liaison with the Chief of Staff of U.S. Marine Corps Forces, Pacific, Seventh Fleet, Task Force 76, 3d Marine Division, 1st Marine Aircraft Wing, 3d Force Service Support Group, MCB Camp Butler, the American Consulate General, Commanding Officer, 31st Marine Expeditionary Unit, Commanding Officer, Headquarters and Service Company, III MEF, Commanding Officer, 7th Communication Battalion, and the Okinawa Area Field Office.

#### 1206. STAFF SECRETARY

1. The Staff Secretary is not a member of either the general or special staff. The mission of the Staff Secretary is to provide general administrative support to the Commanding General, Deputy Commanding General and the Chief of Staff. The nature of the Staff Secretary's duties as an administrative assistant to the Chief of Staff require a close relationship with this officer and with the officers of the general and special staffs.
2. The functions of the Staff Secretary are as follows:
  - a. Prepares the Commanding General's daily message boards.
  - b. Maintains an office of temporary record for the Commanding General, Deputy Commanding General and the Chief of Staff.
  - c. Directs and supervises the administrative functioning of the offices of the Commanding General, Deputy Commanding General and Chief of Staff.
  - d. Coordinates the Commanding General's and Chief of Staff's staff meetings.

- e. Reviews all correspondence going into and out of the Commanding General's, Deputy Commanding General's and Chief of Staff's offices and ensures it is properly assembled and staffed and has been seen and acted upon, as necessary, by all interested staff sections.
- f. Maintains Chief of Staff's daily schedule.
- g. Coordinates and schedules office calls with the Chief of Staff.
- h. Coordinates and supervises the Chief of Staff's driver.
- i. Coordinates with and provides administrative support to the Aides-de-Camp of the Commanding General and Deputy Commanding General and the Protocol Officer.
- j. Supervises the Military Secretary in the performance of duties.
- k. Coordinates the scheduling, use, and clean liness of the III MEF Conference Room.

## CHAPTER 1

### ORGANIZATION AND RESPONSIBILITIES

#### SECTION 3: GENERAL STAFF

1301. GENERAL STAFF. The duties and responsibilities of the general staff (division heads) are outlined in the current edition of FMFM 3-1 (Command and Staff Action) and are further specified in this section.

#### 1302. ASSISTANT CHIEF OF STAFF, G-1

1. As a member of the general staff, the Assistant Chief of Staff (AC/S), G-1 is directly responsible to the Commanding General for personnel matters. The G-1 Division consists of the Manpower Branch, Operations and Plans Branch, Reserve Affairs Branch, Adjutant, Personnel, and Career Planning.

2. The mission of the G-1 Division is to assist the Commanding General in matters pertaining to personnel strengths and replacements, discipline, law and order, prisoners of war, graves registration, morale and personal services, personnel procedures, interior management, and miscellaneous administrative matters. The AC/S, G-1 serves as a member of the Financial Advisory Board, and as the Senior Member of the III MEF Awards Board.

3. The functions of the G-1 Division are as follows:

a. Manpower Branch. Coordinates all manpower and human resource functions for the CE and is responsible for the internal management of the G-1 Division, including the following specific tasks:

(1) Assigns officers and enlisted personnel within the III MEF CE per approved Command assignment policies and staffing goal priorities.

(2) Assists the Major Subordinate Commands (MSC's) units in all personnel and manpower matters.

(3) Maintains on-board strength information of MSC's including Unit Deployment Program (UDP) units.

(4) Monitors organizational structure and personnel strength as a function of readiness within III MEF.

(5) Maintains the command sponsorship program.

(6) Monitors the Fleet Assistance Program (FAP).

(7) Provides rear party support and personnel augmentation (officer and enlisted) to operations as required.

(8) Coordinates all enlisted assignments, acts as the Order writing Activity for Permanent Change of Station Orders (PCSO), and Temporary Additional Orders (TADO).

(9) Monitors and manages the enlisted assignments program for III MEF CE, Headquarters and Service Battalion (H&S Bn), and 7th Communication Battalion (7th Comm Bn).

(10) Prepares and maintains accountability and control of all Force Special Orders (FSOs) on Permanent Change of Station and Reassignment Orders within III MEF CE.

(11) Prepares and maintains accountability and control of the Command's Temporary Additional Duty Program to include exercises and operations.

(12) Maintains accountability and control of the American Express Government Charge Card Program and Acts as Fund Administrator for Cost Centers 35, 39, 41 and other sources.

(13) Coordinates all Fleet Assistance Program Assignments (FAP) within III MEF CE.

b. Operations Branch. Coordinates manpower requirements for exercises and operations, including the following specific tasks:

(1) Monitors and coordinates all personnel augmentation requirements for exercises and operations.

(2) Coordinates the identification of Marines who exhibit proficiency in III MEF's targeted languages.

(3) Provides assistance and recommendations on the personnel aspects of exercises and operations.

(4) Coordinates with the CE staff, MSCs and SCs in developing and executing the applicable portions of operation orders and plans.

(5) Authors Annex E (and Appendixes) of Operations Order for contingencies/exercises.

(6) Coordinates with agencies for support of postal, pay, awards, MWR, and graves registration.

(7) Establishes accountability plan and reporting procedures for contingencies and operations (PERSTAT/PSER/USFK PERSTAT)

(8) Prepares and delivers operational and exercise briefings/board-walk presentations.

(9) Staffs the Crisis Action Team, Future Operations, Current Operations, and other planning staffs, as required from III MEF CE and MSC administrative personnel assents.

(10) Sources the external fills required for III MEF CE with external agencies to include COMMARFORPAC, CINCPAC (DJTFAC support) and MCRSC (USMCR support)

c. Reserve Affairs Branch. While the Reserve Liaison Officer by T/O belongs to the G-1, this billet currently resides with the G-3. See paragraph 1304.3g for a complete billet description.

d. Career Planner. Serves as the principal advisor on all matters concerning career planning.

e. Provost Marshal. Supervises and coordinates management and operations of Enemy Prisoners of War, Retained persons, and Detained persons. Provides direct support to G-1 operational planning and execution.

(1) Establishes enemy prisoners of war/civilian intern and law and order plans.

(2) Effects liaison with the U.S. or foreign national military or constabulary police of the confining host nation.

(3) Assists in the post-hostility nation- building effort.

(4) Provides advice to the AC/S G-1 on the number of U.S. military police required in the configuring area.

(5) Coordinates with available other-service military police to effect police support.

(6) If deployed with the forward assessment team delegates the military police operational planning to the senior provost marshal on scene.

(7) Coordinates the production of the Annex E of the configuring Operations Order to include authorship of Appendix 1, EPW/CI/Detainee processing.

(8) Establishes the non-combatant evacuation operation (NEO) section.

(9) Establishes the combat battlefields circulation plan for control of stragglers, traffic circulation, and movement of EPW/CI/Detainees.

### 1303. ASSISTANT CHIEF OF STAFF, G-2

1. As a member of the general staff, the AC/S, G-2 is directly responsible to the Commanding General for intelligence matters. The G-2 Division consists of the Executive/Administrative Branch, Intelligence Operations Branch, Counterintelligence/Human Intelligence Branch, Signals Intelligence/Special Security Branch, and Planning Branch.

2. The mission of the G-2 Division is to assist the Commanding General in matters pertaining to intelligence, counterintelligence, and the operation of the Special Security Office. The AC/S, G-2 serves as a member of the Financial Advisory Board.

3. The functions of the AC/S, G-2 are as follows:

a. Advises and assists the Commanding General in the execution and management of intelligence, counterintelligence, weather, and cryptologic responsibilities by planning, coordinating, validating, directing, producing, and disseminating intelligence and counterintelligence.

b. Represents the Commanding General within the WESTPAC intelligence community.

c. Maintains staff cognizance and management coordination for the intelligence-related matters of the CE to include:

(1) Surveillance, reconnaissance, and intelligence support.

(2) Cryptologic support.

(3) Imagery support.

(4) Counterintelligence matters.

(5) Interrogator-translator matters.

(6) Sensor control and management matters.

(7) Mapping, charting, and geodesy matters.

(8) Tactical Exploitation of National Capabilities support.

(9) Meteorological and oceanographic support.

d. Manages Sensitive Compartmented Information (SCI) materials, billet structure, and facilities within III MEF.

e. Serves as the III MEF point of contact for all matters (less military justice) involving the Naval Criminal Investigative Service (NCIS).

f. Serves as the III MEF Security Manager.

g. Provides a representative to the G-3 Future Operations Planning Team (OPT) and the G-5 Plans Cell, when required.



1304. ASSISTANT CHIEF OF STAFF, G-3

1. As a member of the general staff, the AC/S, G-3 is directly responsible to the Commanding General for operational matters. The G-3 Division consists of the Current Operations/Exercises Branch, Future Operations Branch, Air Branch, Force Fires/Training Branch, Tactical Exercise Control Group (TECG), Special Operations Training Group (SOTG), and Reserve Affairs Branch. In the absence of the G-3, the Deputy assumes the duties of the G-3.

2. The Mission of the G-3 Division is to assist the Commanding General in matters pertaining to organization, training, and tactical operations of III MEF, contingency planning, forces planning, and other matters as may be directed. The AC/S G-3 serves as a member of the Financial Advisory Board.

3. The functions of the G-3 Division are as follows:

a. Deputy Assistant Chief of Staff, G-3. The Deputy AC/S G-3 is also responsible for the following specific functions:

(1) Maintain the III MEF Command Center 24 hours a day. When activated, the CAT will operate out of the Command Center.

(2) Through the Command Center, maintain and coordinate the use of the MEF Video Teleconferencing Center.

b. Current Operations/Exercises Branch. The Current Operations Branch, under the staff cognizance of the AC/S G-3, will:

(1) Organize units for combat, to include task organization, assignment of missions, and attaching and assigning units.

(2) Establish priorities for issues or allocation of combat weapons and equipment.

(3) Coordinate air, ground, amphibious, maritime prepositioning ship, Nuclear, Biological and Chemical Defensive (NBCD) operations, engineer, Command and Control Warfare (C2W), and civil affairs.

(4) Develop, coordinate, and publish initiating directives for III MEF designated exercises.

(5) Coordinate with COMMARFORPAC, COMSEVENTHFLT, CTF-76, and III MEF subordinate commands for operations/training and amphibious ship scheduling to include Marine support for Navy forces and Navy support for III MEF commands.

(6) Coordinate non-intelligence related operations of the HQSVCBN, III MEF.

- (7) Develop, coordinate, and publish Standard Operating Procedures (SOP) pertinent to MAGTF operations.
- (8) Determine the organization and equipment of combat and combat support units.
- (9) In coordination with the AC/S G-4, advise and assist the Commanding General in matters pertaining to operational aspects of Maritime Prepositioning Ships (MPS).
- (10) Maintain staff cognizance for the III MEF CAT, to include organizing, manning, and training.
- (11) Manage III MEF Focal Point Program.
- (12) Manage and direct the functioning of III MEF Tactical Logistics Group (TACLOG) afloat.
- (13) Develop and coordinate with the AC/S G-4 and G-5 for deployment plans and execute the Time Phase Force Deployment Data (TPFDD).
- (14) Plan, manage, and maintain the Tactical Exercises Employment Plan (TEEP); and the Marine Corps Tactical Employment Plan (MCTEEP).
- (15) Coordinate Planning Conference for those exercises in which III MEF participates as a command element.
- (16) Monitor exercises in which III MEF does not participate as a command element.
- (17) Coordinate and manage Operational Security (OPSEC) requirements of III MEF.
- (18) Publish Officer Conducting Exercise (OCE) assignments for all exercises which expend III MEF Operational and Maintenance (O&M) funds.
- (19) Attend Seventh Fleet and MARCORPAC scheduling conferences.
- (20) Coordinate with the comptroller and OCE to ensure exercises are within fiscal ceilings.
- (21) Maintain a copy of Commander in Chief, Pacific (USCINCPAC) exercise schedule.
- (22) Coordinate the planning and execution of Information Operations for all exercises and contingencies in which the MEF participates as a command element.
- (23) Coordinate all Information Operations (IO) (offensive and defensive) requests for support from MSCs during exercises and contingencies.

(24) Coordinate all IO training elements to include: military deception, EW, PSYOPS, OPSEC, and physical destruction requests from MSCs.

(25) Compile and submit bi-monthly operational Situation Report.

(26) Manage the Air Contingency MAGTF (ACM) program for III MEF.

(27) Manage Fund Account (FA) 40/41 exercise budget and Cost Code (CC) 39 A/CS G-3 TAD budget: provide oversight of all subordinate G-3 CC39 TAD accounts.

(28) Maintain and coordinate the use of the III MEF COCI.

(29) Coordinate with the G-6/G-2 process and procedures for the integrated use of TCO and C4I systems to support JTF/MAGTF operations.

c. Future Operations Branch. The Future Operations Branch, under the staff cognizance of the AC/S G-3, will:

(1) When directed, write plans and orders to support MEF level exercises.

(2) Coordinate G-3 operations SOP writing and maintenance.

(3) When directed, perform special operational projects.

(4) When directed, coordinate doctrinal review with the G-5.

(5) Coordinate the planning and execution of Command and Control Warfare (C2W) for all exercises in which the MEF participates as a command element.

(6) Form the core planning group of the Operational Planning Team (OPT) and/or Joint Planning Group (JPG) to perform Crisis Action Planning (CAP) during exercises or contingencies.

(7) When directed, provide planning representatives to the G-5 plans cell in support of the deliberate planning process.

(8) Planning for MSTP and JTF exercises.

d. Air Branch. The Air Branch, under the staff cognizance of the AC/S G-3, will:

(1) Advise and assist the Commanding General in matters pertaining to operational aviation related issues.

(2) Monitor the status of III MEF's aviation warfighting capabilities.

- (3) Serve as the MEF's interface with the supporting establishment for base support aircraft.
- (4) Coordinate all external aviation support requests for utilization of tactical aircraft.
- (5) Coordinate all requests for civilians and foreign nationals to fly on III MEF aircraft.
- (6) Coordinate with higher headquarters on all aerial refueling requests.
- (7) Coordinate all EW requests.
- (8) Assume staff cognizance over GAIT scheduling and coordination between staffs of the MSC's.
- (9) Augment exercises as required.

d. Force Fires/Training Branch. The Force Fires/Training Branch, under the staff cognizance of the AC/S G-3, will:

- (1) Serve as III MEF POC for all research, development, testing, and evaluation programs distributed by the Marine Corps Systems Command (MARCORSYSCOM).
- (2) Manage all formal schools quotas and Mobile Training Teams (MTTs) throughout III MEF.
- (3) Manage the III MEF CE historical program and coordinate the development and publication of the command chronology.
- (4) Coordinate the distribution of requests from higher headquarters for input to the combat development process.
- (5) Compile and submit Status of Readiness and Training System (SORTS) reports on an as required basis for the III MEF CE and monitor the submission of the MSCs reports.
- (6) Coordinate with MCB Camp S. D. Butler on training facilities matters.
- (7) Coordinate the Japanese Officer Exchange Program (JOEP).
- (8) Prepare the MEF's Secretary of Defense Quarterly Report submission.
- (9) Coordinate NBCD matters within the MEF.
- (10) Provide representation to the Training Studies Panel.

(11) Maintain the training and readiness of the MEF Force Fire Coordination Center.

(12) Support and provide representation to the standing Korean Combined Targeting Board.

(13) In wartime, plan, coordinate and supervise the execution of operational fires. Ensure the integration of deep, close, and rear fires. Coordinate with the G-3 Air Branch to ensure aviation planning and targeting integration.

(14) Serve as the III MEF Antiterrorism/Force Protection Officer.

(15) OPR for Artillery Relocation matters.

f. Tactical Exercise Control Group. The TECG, under the staff cognizance of the AC/S G-3, will:

(1) Advise the Commanding General via the AC/S G-3 on the conduct of exercises.

(2) Coordinate with the AC/S G-3 to identify those exercises to be supported by the TECG.

(3) Plan, design, and control exercises as directed.

(4) Coordinate personnel augmentation requirements with the AC/S G-1.

(5) Coordinate equipment augmentation and transportation requirements to support TECG operations with the AC/S G-4.

(6) Budget for requisite exercise and TAD funding to support TECG operations.

(7) Acquire, develop, and maintain those files, publications, plans, scenarios, and SOPs necessary for comprehensive exercise planning and control.

(8) Provide wargaming and exercise conflict simulation support, to include use of the MAGTF Tactical Warfare Simulation (MTWS) and the Combined Arms Staff Training (CAST), to the MEF CE and the MSC's.

(9) Submit post exercise reports to the Commanding General via the AC/S G-3 and Chief of Staff.

g. Special Operations Training Group. The SOTG, under the staff cognizance of the AC/S G-3, will:

- (1) Provide the focal point for Special Operations Capable (SOC) training for the 31st Marine Expeditionary Unit (MEU).
  - (2) Train, evaluate, and recommend units that conduct specialized missions within MEU(SOC) parameters for certification.
  - (3) Serve as the command element of the Marine Component to a contingency JTF ensuring continuous alert, deployment, and employment readiness of the Marine force.
  - (4) Provide a special operations planning cell to the Commanding General as required.
  - (5) Maintain the centralized III MEF Boathouse at Camp Hansen.
  - (6) Provide specific special operations-type training for selected III MEF personnel as required.
  - (7) Perform contingency missions, tasks, or training as required.
- h. Reserve Affairs Branch. Coordinate all reserve matters within III MEF, including the following tasks:
- (1) Prepare, administer and review reserve policies which affect III MEF.
  - (2) Provide necessary liaison assistance and coordination between and among MARFORPAC/FMFPAC, MARFORRES, 4th MARDIV, 4th MAW, 4th FSSG and Marine Corps Reserve Support Center (MCRSC) for units/Individual Ready Reservists (IRR) involved in exercises under the operational control of CG, III MEF.
  - (3) Coordinate reserve counterpart training requirements within III MEF.
  - (4) Provide liaison on reserve matters with higher headquarters.
  - (5) Provide liaison on reserve matters with reserve support units at Marine Corps training sites.
  - (6) Coordinate training for units/detachments of the Selected Marine Corps Reserve (SMCR) that deploy to WESTPAC in consonance with the total force policy.
  - (7) Coordinate logistical requirements for IRR/SMCR Marines that deploy to WESTPAC for training within III MEF.
  - (8) Provide input during review of publications addressing Marine Corps reserve matters.

(9) Coordinate reserve funding with MARFORPAC and MCRSC for IRR/SMCR Marines assigned TAD to III MEF/MARCORBASESJAPAN.

(10) Act as Fund Administrator for all reserve matters.

1305. ASSISTANT CHIEF OF STAFF, G-4

1. As a member of the general staff the AC/S, G-4 is directly responsible to the Commanding General for Logistics support of III MEF forces. The G-4 Division consists of the following branches, Executive/Administrative, Operations, Engineer, Strategic Mobility, and Logistic Plans, Supply and Health Services.

2. The mission of the G-4 Division is to:

a. Provide support to commands and organizations within III MEF on matters concerning policies, organization, functions, and operations for ground logistics; to facilitate, coordinate, and integrate ground and aviation logistics programs, plans, and projects with adjacent and higher headquarters.

b. Assist the Commanding General in the direction and supervision of logistics matters including:

- (1) Management of War Reserve Material
- (2) OPLAN sustainability
- (3) Ground equipment readiness
- (4) Aircraft readiness
- (5) Strategic mobility
- (6) Ground training and contingency ammunition management
- (7) Force modernization
- (8) Unit equipment and allowance changes
- (9) Combat service support
- (10) Mobility
- (11) Maintenance/maintenance related programs
- (12) Ordnance

- (13) Motor transport
- (14) Interservice Support Agreement Management
- (15) Ground safety
- (16) Engineer related landing support matters
- (17) Facilities matters.

3. The AC/S, G-4 exercises staff coordination of the Surgeon and Dental Officer for all matters relating to health services within III MEF, and staff cognizance of those special staff officers for matters relating to equipment readiness and medical/dental logistic requirements and sustainability. Additionally, in cooperation with the CG, 3d FSSG, exercises staff coordination for the III MEF Expeditionary Camp, Pohang (MEC/P), ROK. The AC/S, G-4 serves as a member of the Financial Advisory Board.

4. The functions of the G-4 Division are as follows:

a. Operations Branch

- (1) Assists and advises on the logistic aspects of exercises and training.
- (2) Provides technical logistics assistance and input to the G-3 Division in operations planning.
- (3) Performs logistics appraisals and analyses of tables of organization and equipment modernization and combat service support structures.
- (4) Coordinates tasks that involve the efforts of multiple logistic functional areas with other staff divisions or external commands.
- (5) Evaluates logistic doctrinal developments proposed or required by equipment modernization, force reorganization, or mission changes.
- (6) Provides logistic representation for the III MEF CAT; Provides representation to the III MEF TACLOG afloat and the III MEF Logistics Operations Center in the field.
- (7) Coordinates various specialized logistic activities, such as Explosive Ordnance Disposal, and those special taskings/projects which cross/involve more than one logistic functional area.
- (8) Provides single functional coordination and management for the six sections of the operations branch.



(9) Assists in all phases of identifying planning, and implementing III MEF motor transport and motor transport support requirements to include monitoring and coordination commercial vehicle fleet requirements, plans, and programs with MCB, Camp Butler.

(10) Monitors and, as necessary, coordinates implementation of motor transport modernization/modification programs within III MEF.

(11) Provides Class III consumption planning data for all items of motor transport equipment for operation and contingency plans.

(12) Provides policy guidance and assistance relating to; Meals, Ready to Eat (MRE); Maintenance Float; and Landing Force Operational Reserve Material (LFORM).

(13) Manage, monitor, and supervise III MEF's Prepositioned War Reserve Material Stocks (PWRMS) including AWR, MPSRON3, LFORM, ACM, and CIF starter stocks.

(14) Determine Class V(W) requirements for the Time-Phased Force and Deployment Data (TPFDD) in support of OPLANS, and CONPLANS.

(15) Schedule and coordinate armament and rearmament of III MEF landing forces to ensure provision of continued support for forces operating ashore.

(16) Manage, monitor, and supervise III MEF's Training Marine Ammunition Requirement Support Order.

(17) Supervise and coordinate Class V (W) functions within III MEF to ensure compliance with directives, plans, and policies.

(18) Serve as technical advisor to the Commander and his staff on Class V (W) matters and exercising technical supervision on ammunition matters throughout the operating forces.

(19) Plan and supervise the recovery, destruction, evacuation, and reclamation of Class V (W) material, including captured or abandoned foreign ammunition.

b. Logistics Plans Branch. Working in conjunction with the AC/S, G-5, to prepare logistics portions of long range and future plans, to include campaign, operations and outline plans, and associated estimates. Responsibilities include but are not limited to:

(1) Prepares and coordinates the logistics portions of required plans in support of assigned missions.

(2) As operations are executed, prepare logistical portions to plans, as directed, in support of future operations.

(3) Provide Estimates of Supportability to Courses of Action (COA) within the framework of the assigned objective/mission and Commander's intent.

(4) Identify decision criteria to support analysis of the developed COAs.

(5) Coordinates logistical planning efforts with higher, subordinate and adjacent headquarters as required.

(6) Determines combat service support elements required/available to support a course of action, and coordinate deployment efforts.

(7) Identifies and coordinates Wartime Host-Nation Support (WHNS) requirements, via MARFORPAC with theater agencies and coordinate agreements for interservice supply support, local procurement and control, and allocation of indigenous facilities and logistics resources available at staging bases and within objective areas.

(8) Submits, via the chain of command, post exercise MCLLS and JULLS reports pertaining to logistics.

(9) Provides members to the G-5 Plans Cell/Planning Group, when required.

(10) Coordinates, in conjunction with 3d FSSG, the effective management of III MEF War Reserve Materiel, to include ensuring War Reserve withdrawal plans (Swing Stocks) are viable and registered at MARCORLOGBASES, Albany, Ga. and identified in Time Phased Force Deployment (TPFDD) for movement in support of Major Regional Contingencies.

(11) Coordinates, in conjunction with the AC/S, G-5, and other sections within G-4, the implementation and management of the MAGTF II/LOGAIS family of systems.

(12) Provides information, as requested, to COMMARFORPAC on force sustainability.

(13) Provides guidance and assistance in all phases of identifying, planning and implementing III MEF Class V (A) support requirement.

(14) Provides spread-loading guidance to Blount Island Command relative to Class V (A) material loaded aboard MPSRON3.

(15) Monitors, and as necessary, provides guidance and assistance relative to Class V (A) material loaded as Mission Load Allowance (MLA) aboard amphibious warfare ships.

(16) Provides information, as requested, to COMMARFORPAC on Class V (A) sustainability.

c. Supply Branch

(1) General Responsibilities. The Supply Branch functions under the cognizance of the G-4. The Supply Branch has cognizance over Classes II and VII, provides supply support to all other classes of supply (minus aviation peculiar), and performs supply related issues in conjunction with appropriate functional area staff offices within III MEF.

(a) Coordinates supply actions among Major Subordinate Commands (MSC's) through existing supply policies.

(b) Identifies Table of Equipment (T/E) excesses deficiencies to higher headquarters.

(c) Maintains liaison with higher and adjacent commands pertaining to ground supply.

(d) Coordinates temporary loan/redistribution of T/E assets between higher headquarters and Major Subordinate Commands.

(e) Provides supply assistance/inspections to ground supply accounts within the III MEF Command Element. (31st MEU, 3d SRIG and 7th COMMBN).

(f) Reviews investigations involving lost, damaged, or destroyed property.

(g) Reviews all III MEF FSMAO Reports.

(h) Provides technical advice and information on ground supply matters.

(2) Specific Responsibilities

(a) Oversees operation and maintenance of the War Reserve System (WRS). This includes annual recomputation of Plan Level 0 supply classes I, II, III (BULK), IV, VII, VIII, IX, and X and registration of III MEF sustained requirements for appropriate OPLANS with MARCORLOGBASES Albany, GA. Additionally, updates withdraw sustainment requirements for OPLANS and incorporates data into Time Phased Force Deployment data (TPFDDs).

(b) Conducts T/E reviews and monitors modifications of allowances (MOA's).

(c) Provides coordination of supply related topics with other services and higher headquarters.

d. Strategic Mobility Branch

(1) Validates requests for Special Assignment Airlift Missions (SAAM) for air/ground training deployments for all III MEF commands and organizations.

(2) Plans and manages Operations and Maintenance, Marine Corps (O&M,MC) and Navy (O&M,N/FELS) airlift funds; O&M,MC funds for Transportation of Things (TOT) inland, ocean and air transportation of secondary destination cargo, and JCS provided O&M,N funds for Port Handling and Inland Transportation (PH&IT).

(3) In coordination with the G-3 and Comptroller Divisions, assists in the completion of strategic mobility requirements identified in current fiscal year and out-year training plans.

(4) Compiles and maintains statistical data pertaining to the movement of forces and material to include amphibious, shipping, msc shipping and AMC airlift requirements..

(5) Functional manager for MAGTF decision support system II (MDSS II) computer aided embarkation system (CAEMS) and computer aided load manifest systems (CALMS). Coordinates MAGTF II and transportation coordinators automated information system (TC-AMD) functions with AC/S G-4 Motor Transport and AC/S G-5 Plans.

(6) Establishes and maintains liaison with MARFORPAC and Transportation Components Commands (TCC) and provides single point of contact for III MEF commands to support external strategic transportation requirements.

(7) Activates and operates the Force Movement Control Center (FMCC) by direction of the CAT Team and provides guidance and direction to the Logistic Movement Control Center (LMCC).

(8) Coordinates and monitors the use of opportune surface lift (OPLIFT) by III MEF forces.

(9) Exercises administrative control over Marine Prepositioning Force (MPF) section.

(10) Provides the nucleus of the Arrival and Assembly Operations Group (AAOG) which provides the MAGTF Commander with information concerning the force build up within an Arrival Assembly Area and insures that combat capability is achieved consistent with the commander's desires.

(11) Coordinates with AC/S, G-3 and AC/S, G-5 on MAGTF II and Joint Operation Planning and Execution System (JOPES) matters as part of the FDP&E.

e. Engineer Branch

(1) Staff Relationship. The III MEF Engineer is a special staff officer under the staff cognizance of the AC/S, G-4 and is authorized to coordinate directly with the AC/S, G-3 regarding operational matters involving engineer troop deployments and training.

(2) The Engineer Branch is responsible for:

- (a) Preparing the engineer portion of operations plans.
- (b) Maintaining liaison with higher, lower, and adjacent echelons on engineer matters.
- (c) Serving as the commodity manager for engineer equipment for III MEF; monitoring equipment readiness, recommending allocation of assets and, as necessary, coordinating fielding, modernization and modification of engineer equipment.
- (d) Conducting liaison with, and providing a single point of contact for Naval Construction Forces (NCF) support of III MEF exercises and contingencies.
- (e) Planning construction, repair, and maintenance of landing force installations such as airfields, hospitals, routes of communications, and utilities systems.
- (f) Reviewing and monitoring programs affecting III MEF forces including military construction and host nation construction, particularly Korean Host Nation Construction Program (KHNCPP) and the Japanese Facilities Improvement Program (JFIP).
- (g) Coordinate with MARFORPAC, MARFORK, and 3d FSSG in the development of master plans for Marine Expeditionary Camp, Pohang (MEC/P), and review and recommend actions on activity facility-planning documents affecting III MEF forces with external commands.
- (h) Monitoring and coordinating III MEF's expeditionary airfield requirements, to include rapid runway repair capability, and coordination with 1st MAF for Expeditionary Airfield Service Unit (EASU) services/assistance.
- (i) Receiving, reviewing, and assigning priorities for engineer requests.
- (j) Providing technical and doctrinal advice in regard to landmine warfare, demolitions, and obstacle breaching.
- (k) Providing technical advice in regard to standard and non-standard bridging.
- (l) Providing technical advice in regard to field fortifications.
- (m) Planning and coordinating all bulk liquids operations and contingency requirements for III MEF (including receipt, storage and distribution).

(n) Planning and coordinating engineer activities and services relative to utilities power production and distribution; water source development; potable water production and hygiene services.

(o) Exercising appropriate technical, tactical and logistical coordination with general and special staff sections and with staffs of interested units.

(p) Recommending timing for consolidation of engineer units on assets.

(q) Requesting, collecting, and processing information from engineer units.

(r) Assisting the AC/S, G-3 in planning and implementing the Barrier Plan.

(s) Assisting the AC/S, G-3 in planning and implementing use of FASCAM.

(t) Preparing terrain studies, particularly from the engineer viewpoint.

(u) Providing advice and assistance pertaining to engineer intelligence, preparing plans for engineer reconnaissance and collecting, and evaluating and disseminating engineer intelligence information obtained from reconnaissance.

(v) Technical supervision of maintenance and salvage of engineer equipment.

(w) Identifying in-country military and civilian assets to be utilized for engineer tasks.

(x) Monitoring the production of maps and map substitutes in the field and collecting and processing engineer intelligence for revision of maps and sketches in coordination with comparable intelligence agencies.

(y) Overseeing recurrent day-to day periodic or scheduled work required to preserve or restore a facility to such condition that it may be effectively utilized for its intended purpose. Supervise work undertaken to prevent damage to a facility which otherwise would be more costly to restore.

(z) Representing the CG, III MEF on COMMARCORBASESJAPAN and joint service boards and committees relating to engineer matters.

f. Health Services Branch.

(1) The III MEF Surgeon is a special staff officer directly responsible to the Commanding General under the staff cognizance of the AC/S, G-4 and provides overview of the Health Services Branch. The daily activity of the Health Services Branch will be supervised by

the Senior Medical Service Corps (MSC) Officer. In the Surgeon's absence a designated physician will be is the point of contact regarding medical matters. The HS Branch is responsible for:

- (a) Coordinating trips and deployments of the III MEF Surgeon.
- (b) Assisting the AC/S G-1 in administration of Navy personnel.
- (c) Administering the III MEF Quality Assurance/Risk Management Program.
- (d) Providing HS estimate of supportability for Courses of Action analysis.
- (e) Assisting and advising on the HS aspects of exercises and training.
- (f) Providings members to the Operations Group of the Crisis Action Team.
- (g) Preparing, coordinating and executing HS plans/annexes for assigned missions and future operations in close coordination with G-4 sections and other staff principals as required.
- (h) Providing technical health services assistance to the G-2 Division in medical intelligence evaluation and library maintenance.
- (i) Maintaining liaison with higher, lower and adjacent echelons on matters involving health services.
- (j) Serving as the commodity manager for health services equipment for III MEF, monitoring equipment and supply readiness, recommending allocation of assets and, as necessary coordination fielding/modernization/modification of health services equipment or supplies.
- (k) Providing technical and doctrinal advice to other staff divisions or subordinate commands in regard to employment of health service support resources.

g. Food Service Branch

(1) The III MEF food service officer is a special staff officer under the cognizance ot the AC/S, G-4.

(2) The food service branch is responsible for:

- (a) Preparing the Class I support portion of operational plans.

(b) Maintaining liaison with higher, lower, and adjacent echelons on food service and Class I sombat service support related matters.

(c) Serving as the commodity manager for food service equipmant for III MEF; monitoring equipment readiness, recommending allocation of assets and coordinating fielding, modernization and modifications to food service T/E assets.

(d) Making recommendations on the emplacement and construction of field messhalls and ration distribution sites for all operational plans and training exercises.

(e) Planning and managing Class I MPMC subsistence in kind funding support of all MSC's which includes annual projections, requirements, quarterly budget updates, and reporting of funds expended in support of FMF operational and exercise units.

(f) Making recommendations to the G-1 on assignment of food service personnel.

(g) Exercising appropriate technical, tactical, and logistical coordination with general and special staff sections and with staffs of interested units.

(h) Monitoring the training of all food service personnel to ensure that they meet their combat mission requirements.

1306. ASSISTANT CHIEF OF STAFF, G-5

1. As a member of the general staff the AC/S, G-5 is directly responsible to the Commanding General for planning. The mission of the G-5 is to assist and advise the Commanding General in matters pertaining to general war planning, contingency planning, forces planning, joint policy and doctrine, command relationships, service programs, Rules of Engagement, and other matters as may be directed. The AC/S, G-5 serves as a member of the Financial Advisory Board.

2. The functions of the G-5 Division are as follows:

a. Reviews, coordinates, and monitors all deliberate operational and contingency plans involving III MEF forces.

b. Coordinates the review of higher authority directives and statements of policy and doctrine which relate to III MEF involvement in general war plans, contingency plans, and the conduct of joint and combined operations.

c. Maintains the Joint Publications Library, and coordinates review of all joint doctrinal publications.

d. Monitors and provides input to the planning, programming, and budgeting system (PPBS) through the coordination of MSC input.



e. Manages and coordinates Global Command and Control System (GCCS) and Top Secret (GCCST) related functions to support the III MEF staff and provides technical assistance to the MSCs.

(1) Establishes and maintains a GCCS and GCCST security program in accordance with applicable directives.

(2) Provides and/or coordinates GCCS and GCCST related training for the MEF staff.

(3) Provides GCCS and GCCST functional data base management (FDBM) support.

(4) Coordinates GCCS and GCCST related functions to support the III MEF Staff and provide technical assistance to the MSC's.

(5) Provides GCCS and GCCST representation to the Crisis Action Team (CAT).

f. Prepares the III MEF Campaign Plan.

g. Provides staff assistance involving planning matters to the major subordinate commands (MSC's) as requested and as appropriate.

h. Provides administrative support to the Center for Naval Analysis representative.

i. Prepares III MEF general war (deliberate) and contingency plans, assisted by other general and special staff sections for the development of specific annexes.

j. Monitors, in coordination with the AC/S, G-3 and G-4 initial planning for exercise scenarios to ensure they reflect current general war and contingency plans.

k. Serves as the III MEF primary representative regarding Joint Operation Planning and Execution System (JOPES) matters.

l. Coordinates the submission of all Time Phased Force Deployment Data (TPFDD) for all general war plans, contingency plans and training exercises/deployments.

m. Heads the G-5 Plans Cell, assisted by representatives from the general and special staff sections, who plans the campaign or the transition during a campaign.

n. Provides GCCS and Deliberate Planning assistance as required during the conduct of crisis planning.

o. Provides liaison representatives to HHQ, as required.

1307. ASSISTANT CHIEF OF STAFF, G-6

1. As a member of the general staff the AC/S, G-6 is directly responsible to the Commanding General for communications and information systems matters. The G-6 Division consists of an Executive/Administrative Branch, an Operations Branch, Maintenance Section, an Information Systems Management Section, and MEF Communications Management Security (COMSEC) Management office (MCMO).
2. The mission of the G-6 Division is to assist the Commanding General in the planning, coordination, control, and management of all communications and data information systems within III MEF, to include necessary liaison with external commands for communications planning and training. The AC/S, G-6 serves as a member of the Financial Advisory Board and Chairman, C4 Systems Steering Committee.
3. The functions of the G-6 Division are as follows:
  - a. Plans, coordinates, and supports III MEF voice and data communications.
  - b. Provides advice and assistance on matters pertaining to communications, automated information systems, and Automatic Data Processing Equipment (ADPE), and information technology.
  - c. Plans, coordinates, and supports III MEF communications and ADP security (COMSEC/COMPUSEC) systems, programs, and training.
  - d. Prepares the command and control systems annex to III MEF operation orders and contingency plans.
  - e. Provides technical advice on the development of communication and Information System Management Office (ISMO) T/Os and T/Es relating to operations plans and exercises.
  - f. Installs and maintains C2 Information Systems for the III MEF Command Center by coordinating with the Commanding Officer, 7th Communications Battalion for personnel and equipment augmentation.
  - g. Exercises staff cognizance of the operational employment of 7th Comm Bn.
  - h. Manages radio frequencies for III MEF.
  - i. Manages Internet Protocols, AUTODIN Plain Language Addresses, and AIGs/CAD for III MEF.
  - j. Designs, publishes, and distributes Automated Comm-Elect Operating Instructions (ACEOIs) for III MEF and its subordinate commands.

k. Coordinates implementation of new communications electronics and ADP equipment fielding within III MEF.

l. Coordinates voice and data communications systems maintenance programs, to include monitoring readiness.

m. Approves all MEF procurements for information system resources.

n. Coordinates cross training between NAVCOMTELCOMSTA and Marine personnel during FMF Mobile Command and Defense Communication System (DCS) entry training.

o. Provides a representative to the G-5 Plans Cell, when required.

1308. ASSISTANT CHIEF OF STAFF, COMPTROLLER

1. As a member of the general staff, the AC/S, Comptroller is directly responsible to the Commanding General.

2. The mission of the Comptroller Division is to advise the Commanding General in all matters pertaining to financial management. This mission includes budgeting, accounting, disbursing, and preparation of financial statistics. The AC/S, Comptroller coordinates and serves as a member of the Financial Advisory Board.

3. The functions of the Comptroller Division are as follows:

a. Advises the Commanding General, staff and special staff on all financial matters.

b. Prepares and submits budgets, budget updates, and reviews as directed by FMFPac.

c. Translates mission objectives into measurable financial goals and issues appropriate guidance.

d. Measures and reports financial progress against stated objectives.

e. Exercises general staff cognizance of disbursing.

f. Formulates the budget, develops and executes financial plans and allocates O&M, MC resources to the III MEF CE and subordinate commands.

g. Coordinates and monitors the activities of external audit agencies and congressional delegations.

h. Coordinates III MEF Internal Management Control Program.

i. Administers the III MEF Savings Bond Program.

- j. Provides a representative to the G-5 Plans Cell.
- k. Coordinates and monitors the JCS funded Commercial Tocket Program (CTP) and Port Handling/Inland Transporatation (PHIT) Program.

# STAFF REGULATIONS

## CHAPTER 1

### ORGANIZATION AND RESPONSIBILITIES

#### SECTION 4: SPECIAL STAFF

1401. SPECIAL STAFF. The duties and responsibilities of the special staff (section heads) are outlined in FMFM 3-1 (Command and Staff Action) and are further specified in this section.

1402. ADJUTANT

1. The Adjutant is under the staff cognizance of the AC/S, G-1. The Adjutant Section consists of the Administrative Section, (Correspondence, Files and Awards) and the Classified Material Control Center.
2. The mission of the Adjutant Section is to maintain the office of record for III MEF; serve as a distribution control point for correspondence, messages, and publications; serve as the focal point for general personnel administration matters, to include technical guidance, casualty administration, and decorations and awards administration; provide administrative services support.
3. Serves as fund administrator for command element TAD account Cost Center 39.
4. Manages command element photocopier requirements.

1403. PROTOCOL OFFICER

1. The Protocol Officer is directly responsible to the Chief of Staff for protocol matters. The Protocol Officer supports the III MEF Commanding General in providing distinguished visitors with a positive representation of the command and serves as the only Marine Protocol Officer assigned to Okinawa. The Protocol Officer coordinates visits by civilian and military dignitaries to III MEF and elsewhere as required.
2. The Protocol Officer is responsible for:
  - a. Supervising the billeting, messing and movement of distinguished visitors to the Command Element.
  - b. Preparing official itineraries and schedule of activity booklets for all distinguished visitors.
  - c. Coordinating the assignment of escort officers to distinguished visitors.
  - d. Coordinating briefings and tours for distinguished visitors.

- e. Publishing the "VIP Bulletin" as required, which will include a listing of future events, citing pertinent daily arrivals and departures of distinguished visitors.
- f. Ensuring proper military protocol is observed upon the arrival and departure of distinguished visitors to the III MEF Command Element.
- g. Planning, coordinating, and assisting the execution of official functions hosted by the Commanding General, III MEF.
- h. Submitting input to the G-3 regarding distinguished visitors for the Command Chronology and OPSITREP.
- i. Maintaining continuous liaison with other protocol agencies in WESTPAC.
- j. Manages Commanding General's Office Representation Fund and III MEF CAUREL funds.

1404. PUBLIC AFFAIRS OFFICER

1. The Public Affairs Officer (PAO) has the additional duty of Director, Consolidated Public Affairs Office (CPAO), Camp Butler while in garrison. The PAO is responsible for advising the Commanding General on all public affairs matters.
2. The functions of the PAO are as follows:
  - a. Conducts all public affairs staff planning for FMF operations, to include authorizing Public Affairs Guidance and preparing Annex F for operational orders.
  - b. Gathers information from appropriate sections for news releases, internal stories and civilian media queries associated with III MEF.
  - c. Assigns correspondents from CPAO to exercises conducted by III MEF and MSC's as appropriate.
  - d. Provides assistance and support to subordinate commands on the conduct of public affairs programs.
  - e. Assists in planning and scheduling interviews for the Commanding General with internal and external media representatives.
  - f. Prepares designated anniversary messages for the Commanding General's approval.
  - g. Functions as a political/military advisor to the Commanding General with special emphasis on local government/host nation issues and concerns. In this capacity, the PAO also prepares and presents a political/military overview briefing for designated visiting officials.

- h. Provides a representative to the G-5 Plans Cell, when required.

#### 1405. STAFF JUDGE ADVOCATE

1. The Staff Judge Advocate (SJA) is directly responsible to the Commanding General for legal matters. The SJA's activities are coordinated with the Chief of Staff; however, on matters relating to the administration of military justice, the SJA may communicate directly with the Commanding General.

2. The mission of the SJA is to furnish legal advice to the Commanding General and the staff.

3. The functions of the SJA are as follows:

- a. Serves as the SJA to the Commanding General and as the Deputy Standards of Conduct Counselor for the CE.

- b. Maintains liaison as follows:

- (1) On legal matters generally: With the Office of the Judge Advocate General of the Navy; the Office of the Staff Judge Advocate to the Commandant of the Marine Corps; the SJA, FMFPac; the SJA's of I and II MEF; and subordinate commanders.

- (2) On legal matters within the Western Pacific Area: With the SJA, MARFORPAC/FMFPac; the SJA Seventh Fleet; the SJA's of U.S. Armed Forces Korea and U.S. Forces Japan; the SJA's of major commands of other services; the SJA's of III MEF MSC's; the SJA of MCB, Camp Butler; and the OIC, Legal Services Support Section (LSSS), 3d FSSG.

- (3) On personnel administration of judge advocates and legal services personnel: With the Office of the Staff Judge Advocate to the Commandant of the Marine Corps, Headquarters, U.S. Marine Corps; the SJA's of III MEF MSC's; and the OIC, LSSS, 3d FSSG.

- (4) On Marine Corps Reserve activities: With the Office of the SJA to the Commandant of the Marine Corps, Headquarters, U.S. Marine Corps; the Reserve Liaison Officer, III MEF; and with subordinate commands with reference to Reserve judge advocates.

- c. Processes the following routine matters, to include the appropriate legal review in each:

- (1) Nonjudicial punishment appeals.

- (2) Involuntary administrative separation proceedings.

- (3) JAG Manual/supply manual investigation reports.

- (4) Petitions under article 138, Uniform Code of Military Justice (UCMJ).

(5) Requests for release of service personnel to civil authorities or for service of legal process in connection with civilian legal proceedings.

(6) Requests for witnesses and/or documentary evidence for use in courts-martial or administrative discharge proceedings.

d. Assists with the following educational programs:

(1) In conjunction with the SJA, MARFORPAC/FMFPac, the OIC, LSSS, 3d FSSG, and the Pacific Area Regional Defense Council, develops continuing legal education for all judge advocates and legal services personnel within III MEF.

(2) Law of armed conflict training programs, to include assistance in the development of individual and unit training and, in conjunction with the Operational Law Officer, LSSS, 3d FSSG, the presentation of such training and the monitoring of appropriate field problems to test the level of comprehension of this area of law.

e. Refers military personnel and their dependents to appropriate legal assistance offices within the LSSS, 3d FSSG, with regard to their legal affairs.

f. Monitors cases involving the exercise of foreign jurisdiction over members of the III MEF CE and III MEF MSC's.

g. When required, provides a representative to the G-5 Plans Cell.

#### 1406. INSPECTOR

1. The mission of the III MEF Inspector is to advise and assist CG III MEF with respect to the evaluation and inspection of subordinate activities and units, request mast, and other matters as directed or assigned.

2. The functions of the III MEF Inspector are summarized as follows:

a. Plans, conducts, and reports on inspection and readiness evaluation of subordinate, III MEF major subordinate commands units to ensure compliance with regulations, directives and orders, and to determine if these units are capable of executing assigned missions.

b. Coordinates and monitors action, until completed, on all evaluation/inspection reports provided as a result of III MEF Inspection team visits.

c. Recommends corrective action on deficiencies and discrepancies noted during inspections and readiness evaluations.

d. Reviews inspection reports of the Inspector General of the Marine Corps,



subordinate commanders, and any other pertinent reports for required corrective action or referral to appropriate staff sections for action.

e. Monitors, as a central point of record, all staff visits by III MEF teams and inspection or review groups of other commands or services, where inspection or visits of an information gathering purpose are conducted.

f. Coordinates, observes, and reports on the combat readiness of III MEF units assigned to III MEF.

g. Coordinates all request mast cases referred to the Commanding General.

h. Coordinates action on all DOD and Marine Corps Hotline and Fraud, Waste and Abuse cases referred to the Commanding General.

#### 1407. CHAPLAIN

1. The III MEF Chaplain is directly responsible to the Commanding General for religious matters and serves as principal advisor to the CG in religious, moral, and ethical issues affecting III MEF.

2. In addition to those duties which apply to all chaplains, the III MEF chaplain:

a. Initiates, implements, and coordinates religious ministry objectives.

b. Oversees the placement of chaplains and religious program specialists (RP) among subordinate commands to ensure that adequate religious ministries are provided.

c. In conjunction with MSC Chaplains, maintains responsibility for supervision of chaplains and RPs in subordinate commands, providing guidance and leadership in areas related to religious ministry and staff corps officer responsibilities.

d. Oversees the religious ministries of III MEF to ensure that there is sufficient coverage among various faith groups, drawing upon available chaplains, civilian clergy, and lay leader assets.

e. Meets with the chaplains of MSC's sufficiently in advance of scheduled deployments to ensure that adequate supply and personnel support is provided.

f. Maintains a roster of all chaplains and RPs for the purpose of planning programs of religious ministry, and for use as needed in an emergency.

g. Develops and publishes the appropriate annex to OpOrders.

- h. Conducts operational surveys and inspections of chaplains throughout III MEF to ensure a high level of combat readiness and provide religious ministry.
- i. Monitors Navy manpower documents to ensure they are in agreement with N series T/O's and that fair share manning is maintained; recommends changes as needed.
- j. Coordinates joint ministry participation of III MEF Chaplains and RPs with Army, Air Force, and Navy counterparts.
- k. Supervises the accession and training offered to reserve chaplains and RPs during annual training.
- l. Coordinates professional training of III MEF Chaplains and RPs, specifically including the annual unit ministry team exercise (UMTEX).
- m. Ensures a positive working relationship between MCB Butler and III MEFE Chaplains when in garrison.

1408. SURGEON

1. The Surgeon is directly responsible to the Commanding General and functions under the staff cognizance of the AC/S, G-4 with respect to medical and medical service matters. Staff responsibilities include:

- a. Advising the Commanding General, staff and unit commanders and representing them on all medical and medical service issues.
- b. Advising of the medical effects on personnel of the environment and weapons, including those from NBC weapon systems.
- c. Exercising staff supervision and technical control over medical activities throughout III MEF via the major subordinate command surgeons including: environmental health, first aid, sanitation aspects of food service, and other preventive medical activities affecting the health of III MEF personnel.
- d. Monitoring the professional health services provided in subordinate commands and for enemy prisoners of war and civilian internees/detainees, to include the processing of medical supplies and equipment.
- e. Acting as the agent for the Commanding General, III MEF when credentialing all III MEF medical officers providing health care to include those TAD to III MEF.
- f. Evaluating medical evacuation, medical regulating and treatment of casualties.

- g. Coordinating the activities of the III MEF Medical Planner to include approving health care appendixes and input for operational and contingency plans.
- h. Ensuring deploying medical sections are provided current medical intelligence.
- i. Preparing reports on the records of sick, injured and wounded III MEF Marines and Sailors.
- j. Serves as a member of the Medical Coordinating Committee.
- k. Directing the activities of other Naval personnel of the medical section who carry out the daily operations of the section.

1409. DENTAL OFFICER

1. The III MEF Dental Officer is normally the Commanding Officer of 3d Dental Battalion, 3d Force Service Support Group. The Dental Officer is directly responsible to the Commanding General for dental matters and functions under the staff cognizance of the AC/S, G-4.
2. The III MEF Dental Officer:
  - a. Advises the Commanding General in all professional, technical and administrative dental matters.
  - b. Participates in operational planning, recommends appropriate dental service support and is responsible for preparing the Dental Annex of all operational and exercise plans/orders requiring dental service support.
  - c. Monitors the dental combat readiness of III MEF units and assist commanders in improving the dental readiness.
  - d. Designates dental liaison officers for the MSC's.
  - e. Coordinates with the III MEF Surgeon in the provision of care for mass casualties.

1410. AIR MOBILITY COMMAND LIAISON OFFICER (AMCLNO)

1. The United States Air Force (USAF) US Transportation Command (USTRANSCOM) and the USMC have agreed through a Memorandum of Understanding (MOU), dated 6 Feb 92, that an exchange of liaison officers is mutually beneficial to both services. To this degree, representatives from each of the two services have been exchanged to act as liaison officers. The USTRANSCOM liaison officer was tasked from the component, Air Mobility Command, who assigned the AMCLNO to support CG III MEF.

2. The AMCLNO is directly responsible to the III MEF Chief of Staff, assigned under the staff cognizance of the AC/S, G-4. The AMCLNO will work in close coordination with the AC/S, G-3 and G-4. The AMCLNO acts as III MEF air mobility coordinator for all matters concerning AMC airlift in the planning and execution of contingency and exercise operations. The AMCLNO will be totally integrated into the III MEF staff and have complete access to all III MEF organizations.

3. The AMCLNO:

a. Provides effective liaison between CG III MEF and the Commander, HQ AMC, representing III MEF concerns to HQ AMC and explaining HQ AMC constraints to the III MEF and subordinate commands.

b. Acts as III MEF point of contact/source of information on AMC policy and procedures and their impact on MAGTF operations.

c. Continuously evaluates AMC Pacific enroute support and systems against III MEF requirements and identify system enhancements as needed to the appropriate AMC command level.

d. Assists the AC/S G-4 and subordinate commands with developing more efficient, cost saving methods of utilizing AMC airlift.

e. Coordinates with HQ AMC planners in developing accurate airlift deployment capabilities and requirement estimates for III MEF's Air Contingency Force and other contingency OPLANS.

f. Identifies areas to improve the capability to rapidly provide force movement requirements data and improve deployment transportation support planning to USTRANSCOM and its subordinated commands through the Joint Operation Planning and Execution System (JOPES) and future systems.

g. As a member of the CJTF/J-4 staff, assists and monitors deliberate and crisis contingency planning of airlift transportation of III MEF and JTF units.

h. Coordinates airlift transportation support for Marine Forces deploying in a crisis situation or training exercises.

i. Assists the AC/S, G-4 at AMC air tasking conferences.

j. Monitors and assists AC/S, G-3/G-4 in programs coordinated at CINCPAC and HQ AMC levels such as Joint Airborne/Air Transportability Training (JA/ATT) and Operational Readiness Inspections. Attends the PACAF quarterly JA/ATT conferences and, if required, the HQ AMC conferences.

k. Develops and presents courses of instruction and briefings to the III MEF and subordinate commands on AMC policies and structure as required.

1411. NAVAL SCIENCE ADVISOR

1. The Naval Science Advisor (SciAd) is directly responsible to the Commanding General. The SciAd activities are coordinated with the Chief of staff.

2. The mission of the SciAd is to make available the full spectrum of resources and capabilities of the RDT&E Laboratories and Center on a quick reaction basis to solve operational problems.

3. The functions of the SciAd are as follows:

a. Serves as a Science and Technology advisor to the Commanding General, III MEF and major subordinate commanders.

b. Serves as a technical representative to the RDT&E community, conveying information on both the availability of emerging technology and requirements within III MEF.

c. Assists the Commanding General, III MEF and all major subordinate commanders in the identification of requirements and the preparation of applicable requirements documentation.

d. Represents the Commanding General, III MEF at appropriate meetings and conferences, when requested.

e. Manages all Naval Science Advisory Program (NSAP) activities within III MEF, to include:

(1) Coordinates assistance requests received from the FMF.

(2) Screens all NSAP taskings that may lead to the expenditure of NSAP funds or requests prior to submission to the Commanding General.

(3) Maintains III MEF-wide direction of NSAP functions to ensure proper balance and focus.

(4) Monitors the progress of all III MEF originated projects and provide periodic updates to the Commanding General. Provide updates on NSAP projects of command interest.

(5) Maintains liaison with all other NSAP field team members throughout the Navy and Marine Corps to exchange information and preclude duplication of NSAP efforts.

(6) When applicable, serves as the immediate supervisor to NSAP TECHADs assigned to Commanding General, III MEF. Provide necessary technical support to TECHADs as assigned.

f. Functions as a member of the III MEF special staff, providing science and technology support to the Commanding General and Chief of Staff, III MEF and staff members.

g. Reviews all technical beneficial suggestions provided by subordinate commanders.

1412. CENTER FOR NAVAL ANALYSIS (CNA) REPRESENTATIVE

1. The Center for Naval Analysis Representative is directly responsible to the Commanding General for analysis support. The CNA representative's activities are coordinated with the Chief of Staff.

2. The mission of the CNA representative is to provide operations analysis support of III MEF.

3. The functions of the CNA representative are as follows:

a. Provides operational analysis support to the Commanding General, III MEF and major subordinate commands.

b. Maintains liaison with CNA-Alexandria, Virginia to ensure the Commanding General, III MEF is informed of relevant projects at CNA.

c. Maintains liaison with other CNA field representatives to keep the Commanding General, III MEF informed of relevant issues at other commands.

d. Represents the Commanding General, III MEF at appropriate meetings and conferences, when requested.

e. Functions as a member of the III MEF special staff, providing support to the Commanding General, Chief of Staff, and III MEF staff members.



# STAFF REGULATIONS

## CHAPTER 1

### ORGANIZATION AND RESPONSIBILITIES

#### SECTION 5: STAFF PROCEDURES AND TECHNIQUES

##### 1501. COMMAND AND STAFF CHANNELS

1. Command Channel. Command is a direct line between a senior commander and immediate subordinate commanders. The fact that a staff officer may act within the command channel does not change this official relationship. No circumstance whatsoever justifies or warrants an interposition of a staff officer should the subordinate commander desire to communicate with the Commanding General.

2. Staff Channel. This is the channel through which the commander issues instructions to the staff and receives information and recommendations from them. Normally, the Commanding General and staff communicate through the Chief of Staff. The Commanding General may, in some instances, deal directly with a staff officer. In such cases, it is the responsibility of the staff officer concerned to inform the Chief of Staff as to the nature of the discussion and any action taken or to be taken.

3. Scheduling Appointments. General and special staff officers desiring appointments/conferences of a routine nature with the Commanding General will schedule these events through the CG's secretary. Appointments will only be made after receiving approval from the Chief of Staff.

1502. RELATIONSHIP OF THE GENERAL AND SPECIAL STAFFS. All general staff officers are directly responsible to the Commanding General for the performance of their duties. Special staff officers exercise their responsibility to the Commanding General through the Chief of Staff or other designated general staff officers.

1503. RELATIONSHIP OF SUBORDINATE COMMANDERS TO THE III MEF CE. Within established policies, staff officers may accede to a subordinate commander's request. However, disapproval of a request made by a subordinate commander will be made only by the Commanding General.

1504. COOPERATION. The primary concern of every officer in the CE must be to assist the Commanding General in accomplishing the mission. Close cooperation and personal interaction among the staff officers of III MEF, 3d MarDiv, 1stMAW, 3d FSSG, MCB Camp Butler, 31st MEU, HqSvcBn, COMPHIBGRU ONE, COMSEVENTHFLT, and COMMARFORPAC/FMFPac is absolutely key to providing the best possible support to the Commanding General.







# STAFF REGULATIONS

## CHAPTER 2

### MANAGEMENT

	PARAGRAPH	PAGE
SECTION 1: INTERIOR MANAGEMENT		
RESPONSIBILITY.....	2101	2-3
SECTION 2: FILES, RECORDS, AND FORMS		
RESPONSIBILITY.....	2201	2-5
FILES, RECORDS, AND RETRIEVAL SYSTEMS.....	2202	2-5
FORMS.....	2203	2-6
SECTION 3: SECURITY		
ACCESS TO OFFICE SPACES.....	2301	2-9
SECTION 4: FINANCIAL ADVISORY BOARD		
FINANCIAL ADVISORY BOARD.....	2401	2-11
SECTION 5: OFFICIAL TRAVEL		
RESPONSIBILITY.....	2501	2-13
POLICY.....	2502	2-13



# STAFF REGULATIONS

## CHAPTER 2

### MANAGEMENT

#### SECTION 1: INTERIOR MANAGEMENT

##### 2101. RESPONSIBILITY

1. The AC/S, G-1 has cognizance over all interior management functions, as defined in FMFM 3-1.
2. Each division/section head is responsible for carrying out a management program within their respective areas and for recommending changes to improve all functions under their cognizance.



# STAFF REGULATIONS

## CHAPTER 2

### MANAGEMENT

#### SECTION 2: FILES, RECORDS, AND FORMS

##### 2201. RESPONSIBILITY

1. The Adjutant is responsible for the management of official files, records, and forms. This includes electronic correspondence that is transmitted or received by the III MEF Organizational Mail Box (OMB).
2. Staff members are responsible for creating files, records, and forms needed to improve the performance of functions under their cognizance.

##### 2202. FILES, RECORDS, AND RETRIEVAL SYSTEMS

1. Procedures for the filing and disposition of files and records within the III MEF CE are as follows:
  - a. The Adjutant maintains the office of record for all routine correspondence received or originated by the Commanding General, III MEF. Personal correspondence, including "Personal For" messages, will be maintained by the Staff Secretary.
  - b. Each division or special staff will provide the Adjutant with file copy of all correspondence signed "By direction" on a weekly basis to include correspondence sent via Local Area Network (LAN) as electronic mail (E-Mail) that takes the place of signed "By direction" correspondence. Paragraph 4801 list personnel authorized to sign "By direction" for the Commanding General, III MEF.
2. File numbers will be assigned per the current edition of SECNAVINST 5210.11 (Standard Subject Identification Codes) and will be hand-written on LAN E-Mail sent to the Adjutant for record keeping.
3. Classified correspondence will be handled in accordance with the current edition of Force Order 5510.16 (Emergency Plan for Protection, Evacuation, or Destruction of Classified Material) and filed in the CMCC vault.
4. The following will be utilized for categorizing correspondence and other records for disposition purposes.
  - a. Record (Historical, Legal) Matter. Official file copies of material originated by divisions or special staff, signed (original) material from higher authorities, or original reports from subordinate commanders which document the history of the command, its plans, policies,

decisions, or development. Includes LAN E-Mail sent and /or received in the place of signed correspondence.

b. Nonrecord (Reference) Matter. All other material received or originated which requires no action, and routine material which may require action but does not relate to the history, planning, or policy of this CE including LAN E-Mail.

c. Detailed Explanation of Record and Nonrecord Matter. The current edition of SECNAVINST P5215.5 (Disposal of Navy and Marine Corps Records) contains a more detailed explanation of record and nonrecord matter.

2203. FORMS. The current edition of MCO 5213.7 provides guidance in the technique of proper blank forms management and will be used in establishing a suitable management program for this Command Element. The following policy and guidance relative to blank forms management is established:

1. The objectives of the blank forms management program are to:

a. Ensure that necessary forms and related procedures are developed and maintained to provide maximum support to the operations of this CE.

b. Eliminate unnecessary and duplicate forms and to consolidate those serving similar functions.

c. Achieve the most efficient production and distribution of forms for the CE.

d. Electronic forms will be used whenever possible.

2. Procedures for Requesting Locally Produced Forms

a. Existing stocks of blank forms will be periodically reviewed and changes or deletions desired will be submitted to the Adjutant. Changes or deletions will be submitted by memorandum, with a copy of the desired form attached. Electronically generated forms will be approved by the Adjutant.

b. Requests for new forms will be submitted by memorandum to the Adjutant. Requests should contain the following information:

(1) Justification.

(2) Date required.

(3) Sample format of blank form.



(4) Quantity of initial printing.

(5) Forecasted usage rate (e.g., 200/mo).

(6) Desired stock point.

(7) Point of contact (action officer/telephone number).

c. The office originating a blank form will be responsible for providing instructions for the proper use of that form.

d. Normally the office originating a blank form will be the stock point; however, forms in large demand will be stocked by the Adjutant.

e. New forms will be generated using automated forms management tools supplied by CMC(Code AR).

### 3. Management

a. Divisions and special staffs will use current NAVMC and DD forms to the maximum extent possible.

b. If locally produced forms are required, users will employ the procedures outlined in subparagraph 2203.2 above.



# STAFF REGULATIONS

## CHAPTER 2

### MANAGEMENT

#### SECTION 3: SECURITY

##### 2301. ACCESS TO OFFICE SPACES

1. Security and Procedures. To maintain security within the working spaces of the CE after normal working hours, division/ section heads will ensure that their office spaces are secured at the end of the working day. Keys to office spaces shall be centrally controlled by the III MEF Command Center. The Command Center will maintain and issue keys to authorized personnel requiring access to office spaces after normal working hours. The SNCOIC, III MEF Command Center will establish procedures to provide for:

- a. A master key locker in which office keys are maintained.
- b. The maintenance of a log book for recording the issue and return of keys.
- c. The maintenance of lists of personnel authorized access to office spaces after normal working hours.
- d. Periodic inspections to ensure keys and access lists are current.
- e. Maintenance of a master roster of personnel authorized access to the CE.

2. All division/section heads in building 4225 and 4344 will:

- a. Provide the III MEF Command Center with keys to assigned office spaces for permanent retention and control. Each key provided will be tagged with the appropriate room number or location. When key changes occur, staff sections will provide the new key to the Command Center.
- b. Provide the Command Center with a list of those personnel who are authorized access to office spaces after hours. Only those personnel listed will be permitted to receipt for keys. Access lists will be updated monthly and kept current as changes in personnel occur.



# STAFF REGULATIONS

## CHAPTER 2

### MANAGEMENT

#### SECTION 4: FINANCIAL ADVISORY BOARD

##### 2401. FINANCIAL ADVISORY BOARD

1. The Financial Advisory Board, constituted as follows, will meet as required on call of the Senior Member:

Chief of Staff (Senior Member)  
Assistant Chief of Staff, G-1  
Assistant Chief of Staff, G-2  
Assistant Chief of Staff, G-3  
Assistant Chief of Staff, G-4  
Assistant Chief of Staff, G-5  
Assistant Chief of Staff, G-6  
Assistant Chief of Staff, Comptroller (Coordinator)  
Deputy Comptroller, III MEF (Recorder)

2. The functions of the Board include, but are not limited to, the following:

- a. Advise the Commanding General on unique/special matters relating to financial management.
- b. Review annual budget formulation and make an appropriate recommendation to the Commanding General.
- c. Review annual midyear review formulation and make an appropriate recommendation to the Commanding General.
- d. Recommend internal distribution of appropriated "Operations and Maintenance" funds in the Command Financial Plan.
- e. Evaluate and validate subordinate command financial resource plans/requests with member's area of staff cognizance.



# STAFF REGULATIONS

## CHAPTER 2

### MANAGEMENT

#### SECTION 5: OFFICIAL TRAVEL

##### 2501. RESPONSIBILITY

1. The Chief of Staff approves all official travel for members of the Command Element.
2. The head of each staff section will personally review each request forwarded to the Chief of Staff via the appropriate administrator from their section and verify travel is required and is in consonance with MEF official travel policy.
3. The III MEF Personnel Officer provides administrative and financial oversight of all Command Element administrative travel (including mobile training teams) and administrative oversight of exercise related travel. Financial oversight of exercise related travel is provided by the G-3.

##### 2502. POLICY

1. Official travel must be directly and clearly related to mission achievement.
2. Travel (duration, frequency and number of travelers) will be held to the **absolute minimum**.
3. Objectives of official travel must require personal attendance and must be of a nature that cannot be accomplished by telephone, message, or letter.
4. Results obtained from all travel will definitely compensate III MEF for the funds spent.
5. Each staff section principal of head who recommends travel is responsible for exercising due care and diligence in reducing official travel costs to a minimum.
6. Government funds may not be used to pay expenses for lodging any person on official travel when adequate Government quarters are available. (Where government quarters are available, but limited, staff section heads will ensure appropriate prior planning permits use of these government quarters by Command Element travelers.)





# STAFF REGULATIONS

## CHAPTER 3

### PERSONNEL

	PARAGRAPH	PAGE
SECTION 1: PERSONNEL ASSIGNMENTS AND RECORDS		
ASSIGNMENTS.....	3101	3-3
RECORDS.....	3102	3-3
SECTION 2: LEAVE AND LIBERTY		
LEAVE.....	3201	3-5
LIBERTY.....	3202	3-6



# STAFF REGULATIONS

## CHAPTER 3

### PERSONNEL

#### SECTION 1: PERSONNEL ASSIGNMENTS AND RECORDS

##### 3101. ASSIGNMENTS

1. Assignment of inbound colonels assigned for duty with the III MEF CE will be directed by the Commanding General.
2. Assignment of field grade officers assigned for duty with the CE will be recommended by the AC/S, G-1 and approved by the Chief of Staff.
3. Assignment of company grade officers and enlisted Marines will be made by the AC/S, G-1.
4. Assignment of inbound Navy personnel will be made by the Navy Personnel Officer.

##### 3102. RECORDS

1. The service records of Marine Corps personnel assigned to III MEF (MCC 1C1) will be maintained by the Commanding Officer, Headquarters and Service Company, III MEF.
2. The service records of Navy personnel will be maintained by the Navy Personnel Officer.



# STAFF REGULATIONS

## CHAPTER 3

### PERSONNEL

#### SECTION 2: LEAVE AND LIBERTY

##### 3201. LEAVE

###### 1. Leave Policy

a. There is a no limitation on the number of Marines and Sailors who may be granted leave at any one time. However, nonavailability of personnel for any reason should not exceed that which would allow the section to efficiently accomplish its mission.

b. Leave for personnel on unaccompanied tour in the WESTPAC. Duration of any leave period for unaccompanied personnel shall not exceed 14 days. For leave in CONUS, to allow for travel time and to allow a full two weeks at the leave destination, an additional four days are authorized. Commanders are authorized, on a case-by-case basis, to grant additional leave when circumstances warrant.

###### 2. Leave Approval

a. The Commanding General is the approving authority for the following personnel:

(1) Commanding Generals of the major subordinate commands and MCB Camp Butler.

(2) Chief of Staff, III MEF.

(3) Members of the Commanding General's personal staff.

b. The Chief of Staff is the leave approving authority for the following personnel:

(1) CO, 31st MEU.

(2) CO, 3d SRI Group.

(3) CO, 7th CommBn.

(4) All Colonels assigned to the CE.

(5) Staff Secretary.

(6) Protocol officer.

c. The Commanding Officer, Headquarters and Service Company (HQSVCCO) is the leave approving authorities for all other leave requests.

3. Leave Authorization Forms. At least five working days prior to commencement of leave, individuals shall submit completed leave request forms to the HQSVCCO Personnel Administration Section. The Personnel Administration Section will prepare all Leave Authorization Forms (NAVMC 3).
4. Check Out/Check In Procedures. Officers and staff noncommissioned officers may pick up their leave authorization forms from the HQSVCCO Personnel Administration Section during working hours prior to the commencement of their leave and may sign themselves out or in from leave. All other personnel must pick up their leave authorization forms, and check out to and in from leave in person with the Personnel Administration Section or the Company Duty NCO. All individuals may check out to leave at the completion of normal working hours on the day prior to commencement of leave. This shall be interpreted as 1630 on working days and 0800 on non-working days.
5. Emergency Leave. The Commanding Officer, HQSVCCO or the III MEF CDO is the approving authority for all emergency leave requests. Emergency leave is chargeable against the annual leave balance. Transportation from the overseas duty location to the nearest port of entry in CONUS and return is provided by the Government for the service member and dependents. During working hours, the Adjutant will prepare leave authorization forms and provide appropriation data for all emergency leave cases. After working hours, the III MEF Command Duty Officer shall perform these functions. III MEF CDO will contact the AC/S G-1, the Deputy AC/S G-1, or the Adjutant for funding authorization prior to granting funded emergency leave.
6. Unfunded Environmental Morale Leave (UEML). UEML is chargeable against the annual leave balance. Individuals on UEML have a higher space available priority on AMC aircraft than all other space available travelers, except emergency leave cases. All service members and all accompanied-tour dependents are eligible for two UEML authorizations per year. The HQSVCCO Personnel Administration Section shall prepare all UEML authorizations. Each service member must have, in addition to an UEML authorization, a regular leave authorization form. Approval for UEML is obtained in the same manner as with annual leave.
7. Personnel with Access to Sensitive Compartmented Information (SCI). At least five days prior to traveling on leave to foreign destinations, personnel who have access to SCI will notify the III MEF Special Security Officer, (SSO) of the planned travel. The SSO will arrange defensive travel security briefings or risk of capture briefings if required.

3202. LIBERTY. Liberty is the authorized absence of a service member from a designated place of duty for specified periods of time and is not chargeable against the annual leave balance.

1. Control of liberty is delegated to division/section heads for all individuals assigned to their respective organization. Division/section heads will be guided by the current edition of MCO 1050.3 when granting liberty.

2. Liberty will expire at 0530 each working day. On those days designated as field days by the Commanding Officer, HQSVCCO, III MEF, liberty will not commence for unaccompanied sergeants and below until released by the Company Gunnery Sergeant after the field day has been completed.
3. The Commanding Officer, HQSVCCO or the division/section head is the approving authority for special liberty requests (96 hours). Requests for or approval of such liberty must be submitted to the Commanding Officer, HQSVCCO via the chain of command, at least one working day prior to the commencement of the special liberty.





# STAFF REGULATIONS

## CHAPTER 4

### ADMINISTRATION

PARAGRAPH PAGE

#### SECTION 1: GENERAL ADMINISTRATION

GENERAL.....4101 4-3

#### SECTION 2: CORRESPONDENCE

OUTGOING AND INTERNAL CORRESPONDENCE..... 4201 4-5

INCOMING CORRESPONDENCE..... 4202 4-7

#### SECTION 3: RECORDS DISPOSITION

DISPOSITION.....4301 4-11

#### SECTION 4: MESSAGE RELEASING AUTHORITY

MESSAGE PREPARATION AND RELEASING.....4401 4-13

MESSAGE RECEIPT PROCEDURES.....4402 4-18

#### SECTION 5: III MEF DIRECTIVES

DIRECTIVES PREPARATION.....4501 4-21

#### SECTION 6: GUARD MAIL SERVICE

GUARD MAIL DISTRIBUTION SYSTEM.....4601 4-23

#### SECTION 7: REPRODUCTION

PUBLICATION, PRINTING, DUPLICATION, AND  
REPRODUCTION.....4701 4-25

## STAFF REGULATIONS

PARAGRAPH PAGE

### SECTION 8: "BY DIRECTION" AUTHORITY

PROCEDURES FOR SIGNING "BY DIRECTION".....	4801	4-27
--	------	------

### SECTION 9: STAFF MEETINGS AND BRIEFINGS

COMMANDING GENERAL'S WEEKLY STAFF MEETING.....	4901	4-29
COMMANDING GENERAL'S OPS/INTEL BRIEF.....	4902	4-29
CHIEF OF STAFF'S MEETING.....	4903	4-30
III MEF CONFERENCE ROOM AND CONFERENCE CENTER.....	4904	4-30

### SECTION 10: FITNESS REPORTS

GENERAL.....	41001	4-31
REPORTING SENIORS .....	41002	4-31
REVIEWING OFFICERS.....	41003	4-32
ADMINISTRATIVE PROCESSING.....	41004	4-32

### FIGURES

4-1 ORIGINATOR CODES.....	4-35
4-2 III MEF ROUTE SHEET.....	4-37
4-3 SAMPLE FORMAT OF A POINT PAPER.....	4-39
4-4 SAMPLE FORMAT OF A TALKING PAPER.....	4-41
4-5 SAMPLE FORMAT OF A POSITION PAPER.....	4-43
4-6 SAMPLE FORMAT FOR TRIP REPORT.....	4-45

## STAFF REGULATIONS

### CHAPTER 4

#### ADMINISTRATION

##### SECTION 1: GENERAL ADMINISTRATION

4101. GENERAL. Administration within the CE will be governed by directives published by the Secretary of the Navy, the Commandant of the Marine Corps, supplemental instructions contained in this Manual, and other directives (both written and oral) which may be published from time-to-time.



# STAFF REGULATIONS

## CHAPTER 4

### ADMINISTRATION

#### SECTION 2: CORRESPONDENCE

##### 4201. OUTGOING AND INTERNAL CORRESPONDENCE

###### 1. Preparation of Correspondence

a. All correspondence prepared within the CE will be in accordance with paragraph 5215.3a(9) of the Marine Corps Manual, the current editions of SECNAVINST 5216.5, MCO 5210.2, and this Order. Instructions regarding designation of correspondence FOR OFFICIAL USE ONLY are found in the current edition of SECNAVINST 5570.2.

b. Correspondence originated within the CE will be prepared with the appropriate originator's code and standard subject identification codes. Unclassified correspondence shall not be serialized. A directory of III MEF codes is contained in figure 4-1.

c. All correspondence prepared for the Chief of Staff, Deputy Commanding General, or Commanding General's signature will be prepared in "Courier" font, 12 pitch format.

c. Correspondence prepared for the Deputy Commanding General's signature shall indicate "Deputy," not "By direction."

d. Correspondence prepared for the Chief of Staff's signature shall indicate "Chief of Staff," not "By direction."

###### 2. Correspondence Assembly

a. Written material submitted to the Commanding General, the Deputy Commanding General, or to the Chief of Staff shall be placed in the appropriately colored folder (i.e., orange - Top Secret; red - Secret; blue - Confidential; green - Unclassified). The folder color is determined by the highest classification of matter contained therein.

b. The folder shall be assembled as follows:

(1) Right side of the folder (inside) from top to bottom:

(a) Original(s) of correspondence to be sighted or signed, including original(s) of previous endorsements, in proper sequence.

(b) All enclosures arranged numerically, with lowest number on top, plainly tabbed.

(2) Left side of the folder (inside) from top to bottom:

(a) All infrequently used references listed on the proposed correspondence/message, appropriately tabbed. References too bulky to be attached will have a filler sheet containing the reference title/subject, a quotation or brief of the significant portion, and the location of the reference.

(b) Carbon copies, section roughs, check-off lists, and other superfluous material will not be inserted.

(3) The III MEF route sheet (figure 4-2) will be attached to the outside of the folder. The route sheet will contain sufficient information, in clear and concise manner, to enable the Chief of Staff, the Deputy Commanding General, and Commanding General to easily understand the purpose of the assembled contents. Packages submitted without a route sheet will be returned to the originating section without action.

### 3. Correspondence Mailing

a. After signature by the Commanding General, the Deputy Commanding General, or Chief of Staff, correspondence will be returned to the originating office who will forward it to the Adjutant for mailing. All backup material will be removed prior to forwarding the correspondence to the Adjutant.

b. Correspondence forwarded to the Adjutant for mailing will be assembled as follows:

(1) Original correspondence with signature upper-most.

(2) Original enclosures in order.

(3) Courtesy copy for the addressee and a copy for each via addressee with enclosures, if required.

(4) Copy for each "copy to" addressee, with enclosures and prior endorsements, if required.

c. Classified correspondence will be assembled in the same manner, but will be forwarded to the SNCOIC, CMCC for mailing.

d. If registered or certified mail is to be used, correspondence will be delivered to the SNCOIC, CMCC for preparation and mailing.

### 4. Specific Types of Correspondence

a. Information Papers. Point papers, talking papers, and position papers, serve the same purpose -- they provide information. Examples are found in figures 4-3, 4-4 and 4-5.

b. Trip Report

(1) Personnel who have performed funded TAD will submit a trip report. The trip report will be staffed as may be required, and received in the Office of the Chief of Staff within five working days after the TAD is completed.

(2) The report should focus on salient issues and be congruent with the objectives of the TAD. Clarity, conciseness, and relevancy are essential ingredients in each report. An example can be found in figure 4-6.

5. Official UNCLASSIFIED correspondence transmitted electronically (MCO 5271.4A)

a. Each staff section that has By direction and releasing authority will have a Section Mail Box (SMB). Each organization that has a Plain Language Address (PLA) will have an Organizational Mail Box (OMB). The OMB will be managed by the Adjutant.

b. All official correspondence that does not set policy, does not deny a request, and does not require a signature for legal purposes will be transmitted electronically. Sections will create correspondence in accordance with the guidance contained in these regulations. Once the paper copy has been signed and filed by the originating staff section the electronic copy will be transmitted via the originators SMB.

c. SMBs are used to transmit official correspondence. Memorandums between III MEF Staff sections will be sent SMB to SMB. Correspondence to organizations within III MEF will be transmitted from the SMB to the receiving organization's OMB with a copy to the III MEF OMB. Correspondence to organizations outside of III MEF will be transmitted from the SMB to the III MEF OMB. The III MEF OMB will then transmit the correspondence to the receiving organization's OMB.

d. Electronic copies will be retained in monthly "folders" for tracing purposes for six months. Paper signed copies will be retained in accordance with the rules previously stated. All electronic correspondence transmissions will be sent with confirmation of receipt turned on. The acknowledgment notice will be filed in the same electronic folder as the original document.

4202. INCOMING CORRESPONDENCE

1. Incoming Unclassified Electronic Correspondence

a. The OMB will receive all incoming correspondence. Any electronic correspondence that comes from outside III MEF and the MSCs will come via the OMB or will be returned to the originator with no action taken.

b. The Adjutant will keep an electronic copy of all incoming correspondence and will route the correspondence to the appropriate SMB. All procedures identified below will apply to electronic correspondence. Filing will be electronic and distribution will be electronic.

2. Routing of Incoming Correspondence. Routing of incoming correspondence shall be accomplished in such a manner as to ensure expeditious delivery to the division head required to take action. Action addressees shall be determined on the basis of assignment of responsibilities as promulgated by the FMFM 3-1 and chapter 1 of this Order. Upon completion of the action, division heads will return the basic correspondence with the completed action to the Adjutant for mailing or retention in the CE files, as appropriate.

3. Unclassified Correspondence. The term "correspondence," as used in this subparagraph, does not include directives described in the current edition of MCO P5215.1 (Marine Corps Directives System) and similar instructions/publications from other branches of the Armed Forces. The Adjutant will receive and route all unclassified correspondence directly to the action addressee. Unclassified correspondence signed by general/flag officers will be routed to the Chief of Staff prior to the action addressee.

4. Classified Correspondence. The term "correspondence," as used in this subparagraph, includes all classified documents, whether letters, orders, directives, or publications received. The SNCOIC, CMCC will receive and route all classified correspondence. Classified documents shall be routed to the division having primary cognizance over the subject matter for action and thereafter, to interested staff officers on a need-to-know basis. As with unclassified correspondence, classified correspondence signed by general/flag officers will be routed to the Chief of Staff first.

a. Excess Copies. Unless otherwise requested by the cognizant section, the SNCOIC, CMCC shall destroy excess copies of incoming classified matter (other than numbered directives from higher headquarters and publications) 30 days after receipt. Therefore, the cognizant division must promptly notify the SNCOIC, CMCC of any additional distribution desired.

b. Disclosure Record. All Top Secret routing sheets provide spaces for signature as a disclosure record and will be signed by every person having occasion to read or process the document. Top Secret material will be hand carried between authorized recipients.

5. Action on Correspondence. Upon receipt, correspondence will be reviewed and action taken as rapidly as processing permits.

6. Preparation and Use of Route Sheets. The III MEF route sheet (figure 4-7) is a form designed to facilitate the processing and control of correspondence. Route sheets will be placed on all correspondence, as defined in paragraph 4201 of this Order.



## 7. Filing of Unclassified Correspondence

a. The Adjutant will maintain the "Official File Copy" of all correspondence, directives, and regulations received by or transmitted from this CE with the following exceptions:

(1) Assistant Chief of Staff, G-1 will maintain the "Official File Copy" of all table of organization and manpower matters including LAN E-Mail.

(2) Assistant Chief of Staff, G-2 will maintain the "Official File Copy" of all intelligence related material and investigations processed by G-2 including LAN E-Mail.

(3) Assistant Chief of Staff, G-3 will maintain the "Official File Copy" of all operational matters including LAN E-Mail.

(4) Assistant Chief of Staff, G-4 will maintain the "Official File Copy" of all Modification of Allowance (MOA) correspondence, logistics and facilities information including LAN E-Mail.

(5) Assistant Chief of Staff, G-5 will maintain the "Official File Copy" of all plans matters and WWMCCS teleconference messages including LAN E-Mail.

(6) Assistant Chief of Staff, G-6 will maintain the "Official File Copy" of all communications and information systems matters including LAN E-Mail.

(7) Assistant Chief of Staff, Comptroller will maintain the official financial records of the CE including LAN E-Mail.

(8) Staff Judge Advocate will maintain the "Official File Copy" of all legal records including LAN E-Mail.

(9) Inspector will maintain the "Official File Copy" of all inspections and investigations including LAN E-Mail.

(10) Public Affairs will maintain the "Official File Copy" of public relations information including LAN E-Mail.

(11) Staff Secretary will maintain the "Official File Copy" of all "Personal For" messages and the Commanding General's and Chief of Staff's personal correspondence including LAN E-Mail.

b. Division/section heads designated above will maintain the files under their cognizance in accordance with the current editions of MCO P5215.1 and SECNAVINST 5215.1. Division/section heads will maintain minimum necessary "working" files and project folders on subjects applicable to their respective organizations.

c. Filing Classification System. Correspondence and other material in central files will be assigned filing classification numbers in accordance with the current edition of SECNAVINST 5210.11.

# STAFF REGULATIONS

## CHAPTER 4

### ADMINISTRATION

#### SECTION 3: RECORDS DISPOSITION

4301. DISPOSITION. The Marine Corps is producing records in ever-increasing volume. Records disposal techniques must keep pace with this increased production. Approximately 95% of all records are categorized as "Temporary Records" (those with a retention period of two years or less) and must be identified, programmed and regularly destroyed. The remaining 5% are classified as "Permanent Records" and must be identified and earmarked for retention. Permanent records are identified as those records which will be retained for an indefinite period as a record of reference. Examples of these records are awards and fiscal accounting documentation. Disposition of record and nonrecord matter will be in accordance with the provisions of the current editions of MCO P5215.1, SECNAVINST 5215.5 (Navy and Marine Corps Records Disposition Manual), OPNAVINST 5510.1, and the following:

1. The Adjutant, or the designated division, will be responsible for the disposition of record matter and shall ensure prompt and proper compliance with established disposition schedules.
2. The division heads listed in paragraph 4202.6 above will refer correspondence under their cognizance for retirement to the Adjutant for transmittal to the appropriate records center. The records will be properly packaged and the required listing of the correspondence, to accompany the package, will be furnished to the Adjutant.
3. The SJA will effect disposition of the correspondence under the SJA's cognizance in accordance with the current edition of JAGINST 5800.7 (JAG Manual).
4. Nonrecord matter should be retained only as long as it is useful. It need not be filed, and should be destroyed as soon as it has served its intended purpose.



# STAFF REGULATIONS

## CHAPTER 4

### ADMINISTRATION

#### SECTION 4: MESSAGE RELEASING AUTHORITY

##### 4401. MESSAGE PREPARATION AND RELEASING

###### 1. Unclassified Message Preparation Procedures

- a. Messages will be prepared using the latest version of MTF Editor software.
- b. Messages will be prepared in accordance with current regulations, the MTF Editor User Manual, and specific procedures listed below.
- c. The use of Standard Subject Identification Code (SSIC) is required on all messages including Message Text Formats (MTF).
- d. Office codes will be used for all USMC addresses and messages to naval shore activities. Office codes will not be used with Task Designator addresses.
- e. All outgoing messages must contain a III MEF point of contact in the Message Text Format POC field, e.g., POC/A. B. Cee/MAJ/DEP G-1/-/TEL: 622-2222//.
- f. The use of Standard Subject Identification Code (SSIC) is required on all messages.
- g. DATE-TIME-GROUP (DTG) ASSIGNMENT. Sections will assign DTGs from within their assigned block as indicated below.

<u>SECTION</u>	<u>DTG BLOCK</u>
CG, COS, SSEC	0001-0059
G-1	0100-0159
G-2	0200-0259
G-3	0300-0359
G-4	0400-0459
G-5	0500-0559
G-6	0600-0659
COMPTROLLER	0700-0759
SJA	0800-0859
SURGEON	0900-0959
CHAPLAIN	1000-1059
ADJUTANT	1100-1159
CMCC	1200-1259

## STAFF REGULATIONS

COMMAND CENTER	1300-1359
SOTG	1400-1459
TECG	1500-1559
HQSVCCO	1600-1659
RESERVED	1700-2359

h. Station Serial Number (SSN) ASSIGNMENT. Sections will assign SSNs from within their assigned blocks. SSNs will be assigned to each message in sequential order, once block SSN's have expired the sequential order will begin again.

<u>SECTION</u>	<u>SSN BLOCK</u>
CG, COS, SSEC	0001-0200
G-1	0201-0400
G-2	0401-0600
G-3	0601-0800
G-4	0801-1000
G-5	1001-1200
G-6	1201-1400
COMPTROLLER	1401-1600
SJA	1601-1800
SURGEON	1801-2000
CHAPLAIN	2001-2200
ADJUTANT	2201-2400
CMCC	2401-2600
COMMAND CENTER	2601-2800
SOTG	2801-3500
TECG	3501-4000
HQSVCCO	4001-4500
HQSVCBN	4501-5000
THREE ONE MEU	5001-5500
SEVENTH COMMBN	5501-6000
RESERVED	6001-9999

## 2. Unclassified Message Releasing Procedures

- a. All messages will be checked and verified for MTF format and PLA accuracy.
- b. Messages that are ready for release will be sent to the Section Mail Box (SMB) as an e-mail attachment by the releasing authority. The filename assigned to the message to be released must match the Date-Time-Group (DTG) assigned. For example, if the DTG assigned by the section is 090100Z APR, then the file name will be 090100Z.APR.
- c. The SMB manager will verify that the message was sent to the SMB by an authorized releasing authority. The message will then be transmitted to the Marine Corps Base

Telecommunications Center (MTCC) Organizational Mail Box (OMB). A copy will be retained in the sending SMB account until a Has Been Sent copy shows up on the Message Dissemination System (MDS).

### 3. Classified Message Preparation Procedures

a. All the message preparation procedures identified in paragraph 1.a, preceding will be followed except that classified messages will be created on workstations that are authorized for classified processing. OWAN workstations, and any other workstation that is connected to an external unclassified network, or does not have a removable hard drive will NOT be used for generating classified message traffic.

b. Once the message is ready for release it will be copied to a diskette that is controlled as a classified diskette.

### 4. Classified Message Releasing Procedures

a. III MEF CE utilizes 5.25 or 3.5 diskettes for processing and transmitting of Classified Naval messages. Each section is responsible for the proper handling, preparation, transportation and safeguarding of classified materials, especially diskettes.

b. Virus Scan will be run on all diskettes delivered to the Message Dissemination Systems Center, located in the Command Center. Assistance on virus scanning can be obtained from the Assistant Chief of Staff, G-6, Information Systems Management Officer.

c. Ensure current pick-up/drop-off authorization letters are submitted to the Command Center for all couriers, a separate letter is required for special handling messages (SHM).

d. Diskettes will be color coded according to classification, as follows:

Unclassified	- Black, gray, white, or colors not associated with a classification level
Confidential	- Blue
Secret	- Red
Top Secret	- Orange

e. A label will be attached to the diskette clearly stating its classification, originator, to include section, the permanently assigned identification number, CMCC control number for classified diskettes, date last scanned for viruses, and point of contact with phone number.

f. Diskettes will contain ONLY those message files which the subscriber wants transmitted. The Command Center will transmit only properly formatted messages

g. Special handling messages (i.e., SPECAT, LIMDIS, P-FOR, etc.) will be released one per diskette.

h. A diskette must be cleared of all files before being used for message preparation.

i. The filename assigned to the message to be released must match the Date-Time-Group (DTG) assigned. For example, if the DTG assigned by the section is 090100Z APR, then the file name will be 090100Z.APR.

#### 5. Command Center Message Releasing Procedures

a. The Command Center is responsible for classified messages and special handling messages.

b. The Command Center will maintain a classified workstation that will be connected to the Marine Telecommunications Center (MTCC) at MCB Camp Smedley D. Butler. This connection may be via STU-III dial-up or it may be via the Secure Okinawa Wide Area Network.

c. The Command Center will receive classified messages and transmit them to the MTCC. The diskette will be returned to the section courier.

d. All sections will ensure current pick-up/drop-off authorization letters are submitted to the Command Center for all couriers, a separate letter is required for special handling messages (SHM).

6. Personal-For (P-FOR) Messages. The Staff Secretary is the official office of record for P-FOR messages. All outgoing P-FOR messages will be released by the Commanding General or Chief of Staff only, and will be processed through the Command Center by the Staff Secretary only. Divisions originating outgoing P-FOR messages will send the proposed draft message along with the diskette to the Staff Secretary for processing. Copies of P-FOR messages will be provided to division heads as authorized by the Commanding General.

7. High Precedence Messages. All sections will inform the Command Center of high precedence (IMMEDIATE, FLASH) or special handling (SPECAT, LIMDIS, P-FOR) messages requiring release.

8. Restrictions on Releasing Authority. Only the Commanding General or the Chief of Staff may release a message that establishes policy, that says "no" to a request, or responds to a message released by flag or general officers. Releasing authorities shall ensure that each message has been reviewed by all affected divisions prior to release.

9. Billets Authorized to Release Messages. Individuals serving in the billets listed below are granted message releasing authority for subjects under that division's staff cognizance, up to and including secret classification. This authorization includes officers temporarily filling one of these billets.



Commanding General

Deputy Commanding General

Chief of Staff

Staff Secretary

Assistant Chief of Staff, G-1

Deputy G-1

Assistant Chief of Staff, G-2

Deputy G-2

Assistant Chief of Staff, G-3

Deputy G-3

Assistant Chief of Staff, G-4

Deputy G-4

Assistant Chief of Staff, G-5

Deputy G-5

Assistant Chief of Staff, G-6

Deputy G-6

Assistant Chief of Staff, Comptroller

Deputy Comptroller

Adjutant

Surgeon

Chaplain

Staff Judge Adjutant

Inspector

Public Affairs Officer

Tactical Exercise Controller

Command Duty Officer

#### 4402. MESSAGE RECEIPT PROCEDURES

##### 1. Incoming Unclassified Message Procedures

a. The Message Dissemination Subsystem (MDS) is the primary distribution software used within III MEF. Unclassified messages are routed across the Okinawa Wide Area Network (OWAN) into the MDS. Users then access their MDS account via their Local Area Network (LAN) workstation. MDS dissemination is constant and messages can be checked at any time.

b. Each MDS user has a profile that determines which messages are sent to that user's MDS account.

c. Messages are held in the MDS account for 10 days. Users are responsible for copying messages to their workstation disk drive or diskette if the message is to be retained longer than 10 days.

d. The G-6 is responsible for training MDS users, developing proper profiles based on user input and these regulations, and any other technical support issues related to the use of MDS.

##### 2. Incoming Classified Messages

a. MTCC Camp Butler Communication Center will process, transmit, and deliver all classified message traffic for III MEF and the MSCs. Classified messages will not be transmitted over the OWAN. Secure dial-up using STU-III secure telephones will be used to transmit classified messages from the MTCC to III MEF and the MSCs.

b. Classified messages will be disseminated via diskette to each staff section. The Command Center will download classified messages once every four hours from the MTCC. The classified messages will be processed on a classified MDS workstation and distribution to each staff section will be based on profile definitions for classified messages.

c. The servicing Communication Center will notify the III MEF Command Center of any pending high precedence or special handling classified message traffic distributed to III MEF and MSCs.

- d. The Command Center will establish operating procedures using the communication software, Pro Comm Plus (PCPLUS) as a back-up process for conducting secure data file transfers.
- e. The G-6 will provide technical support on all matters pertaining to message dissemination.
- f. All staff section ISCs are to reconcile classified MDS accounts quarterly with the Command Center.

### 3. Special Handling Message (SHM) Receipt Procedures

- a. The MCB Camp Butler Communication Center, will telephonically notify the Command Center of any pending Special Handling Messages (SHM) or high precedence message traffic. The Communication Center will then place the message, within handling timelines specified for message precedence, in the III MEF MDS message directory.
  - b. The Command Center must be able to identify the message dropped to the III MEF directory by obtaining the MRS generated name of file and the DTG.
  - c. Down-loading messages via Pro Comm Plus will be the secondary procedure in the event Banyan Vines services is not available, courier service is authorized only as a last resort. Authorization pickup/dropoff rosters for III MEF will be submitted to MCB Butler Communication Center via G-1. Rosters are to be updated as required.
4. Technical support will be made available by the G-6 after working hours, weekends and holidays.



# STAFF REGULATIONS

## CHAPTER 4

### ADMINISTRATION

#### SECTION 5: III MEF DIRECTIVES

4501. DIRECTIVES PREPARATION. All directives issued by this CE will be prepared in accordance with the provisions of the current edition of MCO P5215.1.

1. The Adjutant will maintain the Directives Control Point (DCP), which is responsible for the following:

- a. Reviewing all drafts/final drafts of directives.
- b. Assigning SSIC's and consecutive point numbers.
- c. Ensuring that all directives are in proper format in accordance with the current edition of MCO P5215.1.
- d. Maintaining a numerical listing of directives.
- e. Issuing a Quarterly Checklist of Effective Directives.
- f. Forwarding signed directives to the Division Reproduction Center.
- g. Distributing directives in accordance with the distribution codes listed on the directive.
- h. Maintaining annual review records of all directives issued by the CE.

2. Divisions preparing directives are responsible for the following:

- a. Obtaining an SSIC and consecutive point number from the DCP.
- b. Routing the drafts for staff concurrence, as necessary.
- c. Proofreading, reviewing and editing.

3. All directives requiring the submission of a report will be routed to the Adjutant (DCP) for assignment of a III MEF report symbol.

4. Classified directives will be prepared in accordance with the current edition of MCO P5215.1 and this order, except that the OIC, CMCC will be responsible for reproduction and issuance.

5. Directives Review

- a. Manual-type directives shall be reviewed as set forth in the current editions of MCO P5600.31 (Marine Corps Publications and Printing Regulations) and MCO P5215.1.
- b. Letter-type directives shall be reviewed annually on the anniversary date of the directive.
- c. The Adjutant is responsible for initiating a review of all directives within the III MEF CE.
- d. After review, a NAVMC 10974 (8-75), Directives Review Card, will be used to record the results of the review for each directive. The card will then be submitted to the Adjutant for a review certification signature.
- e. Any directive that is over nine years old will be cancelled on it's 9th year, unless the cognizant section has, prior to that time, provided a new revision.

# STAFF REGULATIONS

## CHAPTER 4

### ADMINISTRATION

#### SECTION 6: GUARD-MAIL SERVICE

##### 4601. GUARD MAIL DISTRIBUTION SYSTEM

1. The III MEF Adjutant will provide receipt/delivery of guard mail for the III MEF CE.
2. Correspondence/material requiring expeditious handling should not be entered into the guard mail system.
3. The guard mail system should not be used in lieu of the official mail service provided by the U.S. Postal Service. Official mail prepared for forwarding via the U. S. Postal Service, must be delivered to the Adjutant in accordance with paragraph 4201.4 above.
4. The guard mail system is an unsecure routing system designated to distribute unclassified official correspondence between units and organizations on Okinawa. Distribution of personal documents or classified material is unauthorized.
5. The following procedures should be adhered to when using the guard mail system:
  - a. All official correspondence must be placed in guard mail envelopes.
  - b. Guard mail envelopes will be legibly marked to include organization, section, camp and date sent (placing the date on the guard mail envelope provides a system of tracking the timeliness of the guard mail system). Additionally, to assist in the proper return of undeliverable mail, a return address should be included on the guard mail envelope.
6. Guard mail will be delivered to the 3d Marine Division, 1st Marine Aircraft Wing, 3d Force Service Support Group, MCB Camp S. D. Butler, HQSVCBN, III MEF and 7th Communications Bn Adjutants at least once daily. Guard mail will be picked up from the 3d Marine Division Adjutant at least once daily.
7. The 3d Marine Division Adjutant is responsible for the pick-up and delivery of guard mail for all Marine Corps camps north of Camp Butler. The MCB, Camp S. D. Butler Adjutant is responsible for the pick-up and delivery of guard mail for all Marine Corps camps south of Camp Butler. The MCB, Camp Butler Central Files section is the central point of pick-up/delivery for both activities. The 3d Marine Division Central Files section sorts all guard mail received from the MCB guard mail system.





# STAFF REGULATIONS

## CHAPTER 4

### ADMINISTRATION

#### SECTION 7: REPRODUCTION

##### 4701. PUBLICATION, PRINTING, DUPLICATION AND REPRODUCTION

###### 1. General

a. The only local printing and volume reproduction services available at Camp Courtney are located in the 3d Marine Division Reproduction Center.

b. Requisition for local duplicating service (DD Form 844) will be utilized to request reproduction services. A minimum of 100 copies is required.

c. Procedures for reproduction of classified material are contained in the current edition of Force Order P5511.4. The two copier machines located within the III MEF CE are the only machines authorized for the reproduction of classified material. Guidance and authorization can be obtained from the OIC/NCOIC, CMCC.

d. All printed matter published/reproduced shall be devoted to the work which the Marine Corps is required by law to undertake, and shall not contain matter which is unnecessary in the transaction of the public business or matter relating to work which any other branch of the government service is authorized to perform. All printing/reproduction shall be done only on certification that such work is necessary in the conduct of Marine Corps business.

e. Printing regulations, general restrictions, definitions, and instructions are set forth in the current edition of MCO P5600.31 (Marine Corps Publications and Printing Regulations.)

###### 2. Reproduction Machines

a. Requirements for reproduction equipment is managed by the Adjutant.

b. Request for adjustments to equipment should be forwarded to III MEF Adjutant no later than July prior to the new fiscal year (since all reproduction equipment is contracted on annual basis beginning 1 Oct). Justification for additions/upgrades must be included.

c. Ensure reproduction equipment is clearly marked "For Official Government Use Only."



# STAFF REGULATIONS

## CHAPTER 4

### ADMINISTRATION

#### SECTION 8: "BY DIRECTION" AUTHORITY

##### 4801. PROCEDURES FOR SIGNING "BY DIRECTION"

1. Authority to Sign "By direction". Individuals identified in paragraph 4401.6 as authorized to release messages are also authorized to sign correspondence "by direction" of the Commanding General, III MEF. This "by direction" authority does not apply to correspondence in the following categories:

- a. That which establishes or modifies existing policy or denies a request.
- b. That which responds to correspondence signed by a general/flag officer.
- c. That which responds to a congressional inquiry.
- d. That which by law or regulation must be signed by the Commanding General.

2. Official File Copies. The "Official File Copy" of all correspondence signed "by direction" will be delivered on a weekly basis to the Adjutant.



# STAFF REGULATIONS

## CHAPTER 4

### ADMINISTRATION

#### SECTION 9: STAFF MEETINGS AND BRIEFINGS

4901. COMMANDING GENERAL'S WEEKLY STAFF MEETING. The Commanding General's Weekly Staff Meetings will normally be held at 0900 every Tuesday in the III MEF Conference Room unless notification is given to the contrary. The following officers will attend:

- Deputy Commanding General
- Chief of Staff
- Assistant Chief of Staff, G-1
- Assistant Chief of Staff, G-2
- Assistant Chief of Staff, G-3
- Assistant Chief of Staff, G-4
- Assistant Chief of Staff, G-5
- Assistant Chief of Staff, G-6
- Assistant Chief of Staff, Comptroller
- Staff Judge Advocate
- Inspector
- Chaplain
- Surgeon
- Public Affairs Officer
- CNA Rep
- Staff Secretary
- Aide-de-Camp
- H&S Company CO
- Protocol Officer
- Sergeant Major
- Command Master Chief
- 3d MarDiv LNO
- 3d FSSG LNO
- 1st MAW LNO

4902. COMMANDING GENERAL'S OPS/INTEL BRIEF. The Commanding General's Ops/Intel brief will normally be held every Thursday at 0900 in the III MEF Conference Room unless notification is given to the contrary. The CO's of 31st MEU, HQSVCBN, and 7th Comm Bn, along with the officers identified in paragraph 4901 will attend the Ops/Intel brief.

4903. CHIEF OF STAFF'S MEETING

1. The Chief of Staff's Meeting will be held Monday and Friday mornings at 0730 in the Chief of Staff's office. The following officers will attend:

Assistant Chief of Staff, G-1  
Assistant Chief of Staff, G-2  
Assistant Chief of Staff, G-3  
Assistant Chief of Staff, G-4  
Assistant Chief of Staff, G-5  
Assistant Chief of Staff, G-6  
Assistant Chief of Staff, Comptroller  
Staff Secretary

4904. III MEF CONFERENCE ROOM. Scheduling of the III MEF Conference Room is controlled by the Staff Secretary. Using sections/divisions will be responsible for the state of cleanliness and condition of the area for the duration of scheduled time. The Staff Secretary will ensure the conference room is presentable and available for official briefings and/or visits.

# STAFF REGULATIONS

## CHAPTER 4

### ADMINISTRATION

#### SECTION 10: FITNESS REPORTS

41001. GENERAL. Fitness reports prepared within the CE will be completed in compliance with the current edition of MCO P1610.7E (Performance Evaluation Manual).

41002. REPORTING SENIORS. The reporting senior (RS) will normally be the first officer in the reporting chain senior in grade to the Marine being reported on (MRO).

1. The Commanding General is the RS for the following members of the staff:
  - a. Deputy Commanding General, III MEF
  - b. CG, MCB Butler
  - c. CG's of the MCS's (3)
  - d. Chief of Staff, III MEF
  - e. CO, Naval Hospital
  - f. CO, 31st MEU
  - g. CO, HQSVCBN
  - h. CO, 7th Comm Bn
  - i. Aide-de-Camp
  - j. Sergeant Major
  - k. Command Master Chief
  - l. Enlisted Aide
  - m. CG's Driver

2. The Deputy Commanding General is the RS for the following members of his staff:

- a. AC/S G-1 THRU G-6
- b. Compt
- c. Chaplain
- d. PAO
- e. Aide de Camp
- f. DCG's Driver

3. The Chief of Staff is the RS for the following members of the staff:

- a. Staff Secretary
- b. Protocol Officer
- c. Band Officer

41003. REVIEWING OFFICERS. The reviewing officer (RO) for fitness reports written within the CE will be the first officer directly responsible for the primary tasking, supervision, and evaluation of the RS. See ForO 1610.2A for specific details for the CG and the DCG.

41004. ADMINISTRATIVE PROCESSING

1. Delivery Deadline

a. Reports to be marked by the Commanding General will be delivered to the Adjutant's office not later than 10 days prior to the terminal date of the report. The Adjutant will review section A for administrative accuracy and forward the report to the Staff Secretary for processing.

b. Reports to be marked by the Chief of Staff will be delivered to the Adjutant not later than 10 days prior to the terminal date of the report.

c. Reports to be reviewed by the Commanding General and the Chief of Staff will be delivered to the Adjutant not later than 20 days after the terminal date of the report.



## 2. Forwarding Fitness Reports

- a. All reports written or reviewed by the Commanding General, Deputy Commanding General, or the Chief of Staff will be administratively processed by the Staff Secretary and forwarded to the Adjutant for further submission to HQMC.
- b. The Adjutant will maintain a log on all fitness reports received for marking or review by this CE.
- c. All reports reviewed by division/section heads will be submitted to the Adjutant for screening and mailing to the HQMC.



## STAFF REGULATIONS

Figure 4-1 -- Originator Codes

<u>ORIGINATOR CODE</u>	<u>DEPARTMENT OR BRANCH</u>
1	AC/S, G-1
2	AC/S, G-2
3	AC/S, G-3
4	AC/S, G-4
5	AC/S, G-5
6	AC/S, G-6
7	ADJUTANT
8	STAFF SECRETARY
9	PROTOCOL
10	PUBLIC AFFAIRS OFFICE
11	BAND
12	AC/S COMPTROLLER
13	DENTAL OFFICER
14	INSPECTOR
15	TACTICAL EXERCISE CONTROLLER
16	SURGEON
17	STAFF JUDGE ADVOCATE
18	CHAPLAIN
19	SOTG
20	COMMAND MASTER CHIEF



## Figure 4-2 -- III MEF Route Sheet

[illegible]



## STAFF REGULATIONS

Figure 4-3 -- Sample Format for a Point Paper

### CLASSIFICATION

ID Symbols  
Date

### POINT PAPER

Subj:

The subject matter is indicated briefly but in sufficient detail to facilitate filing and future reference.

1. The salient points which relate to the subject are listed.
2. These points are written as short concise statements.
3. The points are arranged in logical sequence (time permitting).
4. ....
5. ....

### SUMMARY

The salient points are followed by an even more concise summary.  
This summary may include any conclusion or position which is appropriate.

(Page number on 2nd and subsequent pages)

CLASSIFICATION





## STAFF REGULATIONS

Figure 4-4 -- Sample Format of a Talking Paper

### CLASSIFICATION

ID Symbol  
Date

### TALKING PAPER

For use by (name or title of person for whose use the paper is prepared)

Subj: The subject matter is indicated briefly but in sufficient detail to facilitate filing and future reference.

### BACKGROUND

The background sets forth in concise terms the history of the issue. It provides answers to such potential questions as: Is this an ongoing thing? Did something suddenly create this requirement?

### DISCUSSION

The discussion is a concise narrative of all the salient points related to the topic under discussion. References that are used as a source are cited in the discussion.

### RECOMMENDATION

Recommendations are reduced to clear, concise statements permitting simple approval or disapproval by the approving authority.

### APPROVED

An approval block is provided for authentication by the approving authority.

### ACTION OFFICER

The name, section and DSN number of the action officer who prepared the paper

(Page number on 2nd and subsequent pages)

CLASSIFICATION



## STAFF REGULATIONS

Figure 4-5 -- Sample Format of a Position Paper

### CLASSIFICATION

ID Symbol  
Date

### POSITION PAPER

Subj: III MEF Responsibilities

Ref: (a) C/S memo of 17 Oct 1991, same subject  
(b) AC/S G-3 memo of 21 Oct 1991, same subject

#### 1. PROBLEM

The problem statement tells what the problem is for which the position paper is being developed. Usually stated "To develop a . . . position . . . ."

#### 2. WHY REQUIRED

- a. A position paper states why the paper is required.
- b. Is it directed by higher headquarters?
- c. . . . .

#### 3. BACKGROUND

- a. The background sets forth in concise terms the history of the issue.
- b. It provides answers to such potential questions as: Is this an ongoing thing? Did something suddenly occur requiring reexamination?
- c. . . . .

#### 4. POSITIONS OF OTHER COMMANDS

The position of other commands are addressed when appropriate, otherwise this part of the position paper has the caption "Not Applicable" inserted.

## STAFF REGULATIONS

Figure 4-5 -- Sample Format of a Position Paper - Continued

### CLASSIFICATION

#### 5. RECOMMENDED III MEF POSITION

The recommended position is stated in clear, concise terms. When it is to be promulgated, it is usually attached on a separate sheet.

#### 6. RATIONALE

- a. The rationale includes concise statements which support the position taken.
- b. ....

#### 7. RECOMMENDATION

The recommendation is what you recommend to be done; e.g., "Approve the attached statement," or "reconsider . . . ." A decision block will also be included for the decision to be recorded by the approving authority. The attached statement of the position, referred to in paragraph 5 is usually prepared for signature, so that it can be expeditiously promulgated once signed.

C/S Recommendation:

Option 1 Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Option 2 Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

CG's Decision:

Option 1 Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Option 2 Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

(Page number on 2nd and subsequent pages)

CLASSIFICATION

## STAFF REGULATIONS

Figure 4-6 -- Sample Format for Trip Report

### CLASSIFICATION

Office Symbol/Code  
Date

From: Staff Officer Who Executed the Trip  
To: Appropriate Senior/Staff Member/File

Subj: TRIP REPORT

1. Purpose. Briefly state the reason for your trip.
2. Traveler(s). List by rank, initials and last name.
3. Itinerary. List location(s) visited, inclusive dates of travel and key personnel contacted.
4. Discussion. Include in this section a discussion of the findings and/or problems encountered at the conference, assistance visit or other type visitation. State the objective of your trip. If the visitation supports a requirement, recommendation of position, an amplified discussion section and supporting documents may be appended to this report. If appropriate, include your contributions to the visitation. In cases where you are provided complete minutes of the meeting(s), the trip report may serve as a summary sheet with the minutes attached. The exact format of this report is not particularly important, as long as you keep it simple and convey the mission contribution of your trip.
5. Conclusions/Recommendations. Use this section to summarize your findings or recommended action(s) as a result of the trip.

I. M. BACK

Note: Classification instructions/notations may be required.

